

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Homeland Security Commission**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

Also, it's important to be objective. I think that as commission members, and at HSEMA, this is a body of professionals who bring their expertise to further a mission. It does not take away from great agencies in the district, it adds an objective view that mayor and council can use in making decisions - whether it's staffing or legislative resources.

Brad: Well Brian, to further that point, you selected me to be put forth. And like all of us, selected in some form and city council -- we are put forth to be independent.

I will say, to touch upon this briefly, I wasn't happy in the delay in us getting to the point. I wasn't happy with how long it took to get us to meet today. And I think it's important to note - I also wasn't happy with the delay in getting our cyber report. It finally did get out in unvarnished form.

I don't want to relitigate. I want to mention, having dealt with this in government, that it is a machine and I don't want this to happen again. I want to make my pledge as chairman not to let this happen again. I hope, because it's a collaborative effort, we can overcome obstacles going forward, with the side report, to get reports out, whether we decide quarterly or annual reports, that they are introduced publicly, we can decide they are introduced in a timely manner. We owe that to the mayor, to city council, and to everyone. If we decide to go a route of quarterly reports with a public route. These reports - they can be as beneficial, and value added, but not unless they're transmitted to the public in a timely fashion. My goal is to make sure at the outset to ensure they are not held up, going forward.

Phil: Mr. Chairman - if I can just piggyback on everything you said. I agree entirely in all of your comments. No sense in relitigating the past. I will express my own displeasure like you, with the delay. I think one thing that would make me feel better, and it comes from my own government experience, in the U.S Department of Homeland Security. I would clear documents, which could be Congressional correspondence, to testimony, to reports. I understand that government is a machine. While we are an independent body, it is true there is a clearance process that our reports must go through so that all relevant district agencies can see the report before it is transmitted and made public.

My ask of HSEMA staff is, if possible, can we provide a flow chart for commission members, where we word-smith this ourselves, go back and forth with draft reiterations, and then we have a consensus that this is out, finally. Can we transmit that? Is there a general flow chart where it goes from us to person X? Is there a timeline review? I want to avoid another 9-month delay. You do a review; you want it timely and actionable. You want to be able to implement and not have pie-in-the-sky ideas.

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My ask of HSEMA staff at a future meeting is that you provide a process/flow chart that goes into what happens after, not meant to relitigate what happened, but to inform us what happens after this is done to see what we can expect.

Brad: I think those comments are spot on and that would be helpful. I wish we had that in government more. I will say the report we did, like most reports, are complex.

Getting people on schedules, getting them to open up when we do studies, it's not an easy task. The HSEMA staff, with Jason, and Sarah, and Dion, have been phenomenal. I know how much they care, with Director Rodriguez, about protecting the District and the Region. We never questioned that; the problem was just bureaucracy. We also see how much everyday Chairman Allen and his office – who live in the district, in areas where we may face threats. We're lucky to have someone who lives here, but who spent his life in the district and city govt, that's something we're happy to have.

While we're in the open session, I know Director Walker is joining in 20 minutes. Dion -- anything to add? I know you're new on the job. We touched on bureaucracy. Any recommendations for us going forward?

Dion: This is an opportunity to say some words for Director Rodriguez. He expressed deepest regrets in being unable to attend, as he had unavoidable conflicts. He gives full support of the commission and assures he and his staff are at your disposal to support your work.

Brad: I believe Chris White will be calling in at 2:30 pm.

Dion: In terms of what we're interested in, we share the Council members' concerns with waterfront security, and also with mass care. As I'm sure, what's on everyone's mind right now is the impact of infectious pandemics, and things of that nature. We make sure we are prepared for those issues as they occur, particularly in DC, and with international travel. We want our response to protect our citizens and the people who visit the district. I think that's everything he wanted me to say.

Brian: Are there any key things you're potentially focusing on? Obviously, coronavirus. But are there any other matters?

*2:35 pm Director Steve Walker enters.*

Dion: As you pointed out, one thing the director asked me to focus on is the bureaucracy that led to delays. I hope to take input and support the commission in effectuating those related goal.

Brian: Great. Director Walker – any words?

Director Walker: Thank you for serving on the commission. I look forward to working with you all over next months and over your terms.

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Phil: If I could two questions of Director Walker - I note that there are currently five commission members, and 2 vacancies – without divulging potential nominees- does your office have candidates in the pipeline?. Will we be getting to the full seven?

Director Walker: Sure. Thank you. I would hope before council recess in July the two remaining nominees will be determined.

Phil: Thank you sir. I also want to say as a point of personal privilege. Steve, you're a professional. I raised several questions related to selecting our chairperson. My questions were not meant to be obstructionist. They were meant to just explain the process to me. You spent considerable time on the phone with me going over the selection of the chair process. I appreciate you doing that. I would only urge that as we look at other commissions and boards and that we do a robust pull of members and ask who's willing to serve.

Director Walker: I'm happy to walk through the same process with other commissioners. Maybe in post session, I can show you a PowerPoint of the process. The art and science of our job can be a lot of science, sometimes. Science is not enough, as we need art to remember the people. When I started my job, I thought I'd have person relationship with each board members, but I quickly saw that was not the case. I also do the mayor's cabinet, and policy appointments - policy advisors, and 101 private entities. I thought I would have relationship with everyone.

We don't always get to talk to people enough. Sometimes we make decisions for speed and miss connections. I apologize if it felt clunky this time. I believe we made a great choice in having Brad selected as chair. You're not unique in boards and commissions where the mayor makes direct appointments of the chair. Sometimes we poll the board, sometimes someone volunteers. That's the art part I wish we would spend more time on.

I believe we have a great team here, my apologies again for it being clunky this time.

Brad: Thank you, Director Walker. Just sitting through inauguration, I saw how many people go through your doors. It was eye opening; you have a big job. I appreciate you always returning calls quickly – I appreciate that. Also, happy to have Jamie here, hopefully you'll be here whenever possible.

I view this commission as collaborative. A lot of commissions play a vital role in the city. This one is security nature and covers a wide swath, including geopolitical issues, like Iran cyber issues. Now with this one, as far as China, with coronavirus: now we are thinking how we can protect the district? We may focus on something one day like mass care, when Deputy Mayor spoke. We looked at information flow, we'll visit that again today. We should also think about pandemic possibly too. We should be prepared to think about that. We should look into preparing for potentially catastrophic events.

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I would love to see us become timelier. Thinking maybe quarterly reports, but if we do quarterly report, maybe something 2-3 pages, something actionable for the Mayor's Office and Council. We will collaborate as a team on this. We need something that is actionable and ensure there is value added for everyone.

Director Walker: There are a number of boards and commissions, where deliberative process is closed /off the record. And that feels weird to a lot of people, because maybe we should talk about this with more people. And sometimes it is important. HSEMA provides the support this commission needs. We need the marriage between resources and commission needs. It does say annual report but that doesn't mean reporting can't occur more often. Please ask for what you need. We will give resources to what HSC needs. It's up to HSC will make those requests. Also, the code requires an annual report, but it's up to you to do more.

Brad: Thanks. Any other comments?

Brian: Thank you, Director Walker. We've worked a lot together over the year. We have a lot of respect for what you do, and the massive coordination you provide.

Brad: Brian, we really value having you on the commission. On tapping institutional knowledge, with your background in the government. That will be invaluable. New commission members – this will be your fist report, we're happy to have Brian, and the rest of the commission for that.

Phil: I want to pick up on something that Director Walker said. It brought me back to our experience in writing the last cybersecurity report. We had a tremendous positive working relationship with HSEMA. Whatever we asked of HSEMA -- Sarah, Jason, Director Rodriguez -- we got it. No issues there.

In preparing the report, we went out and did a number of interviews and meetings with many district agencies. There were times when we relied on HSEMA staff to facilitate those meetings, which was not easy. I don't want to put words in Jason's mouth, but I think there were times then HSC could approach a district agency and say we want to talk with you about issue x. They'd say who do you want to talk to?

Other agencies, frankly, did not want to meet. This caused frustration. They wanted questions-written questions. What should we do if the answer is no? They made this difficult.

Any advice you have for when we talk to the district agencies, on an issue like mass care, when commission goes to these agencies, HSC commission wants to talk to you, I hope that answer is yes. But if answer is no, how would our say we build that communication?

Some district agencies responded in the affirmative. Then, some were more stand-off.

Director Walker: This happens in some cases, in part from everything else the agency is working on. In some cases, agencies are sitting around the table, there to provide info and feedback. Other

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times, we want to talk about every agency in some public agency cluster -- Director Rodriguez with his colleagues can make that happen. You can also call me for help to facilitate these conversations.

Phil: Thank you for those tangible recommendations.

*HSEMA Deputy Director Chris White calls in at 2:51 PM.*

Brad: Deputy Director White is on the line. Do you want to talk?

Chris: Yes, thanks again. I'm sitting in for Director Rodriguez. I just want to reiterate previous comments. Thank you for hard work. This work is important, and it needs to continue going forward.

*Commission votes to finalize closed meeting minutes from the previous meeting.*

Brad: Anything further?

Director Walker: We will hold a session on elections guidance in the future. Please make sure you attend. We want to make sure you've fully aware of your limitations, with elections coming up.

Brad: Do we want to do two reports, or quarterly reports?

Director Walker: The DC Code says reports are done in consultation with HSEMA.

Brad: Anything else before we close session?

*Move for closed session.*

Phil: I abstain.

Brad: Lets discuss that. We do not have to close the meeting in my opinion. We've discussed this before. I think there are some meets we should have open. More transparency is better for some things. Where we're talking techniques, tactics, secretive importance, deliberations among us on technical and submit matter issues, and giving prior experience (ex: with HSEMA, with EMS) – if granular details of something, I'd prefer a closed session to hear unvarnished opinions.

But today, I don't think we are going to get there. Today, we are going to talk about report format. We will talk about reports we are going to do. We will talk about our next meeting schedule. I was telling Jason over the phone that that's my goal. I want to kind of restart everything and decide our path ahead. I would like to take a step back. And I support keeping it open. I do think we can speak openly, candidly about pre-deliberative process ... I am not lawyer.

I think it is very valuable for Phil, myself, and others to talk candidly and to speak about things that can help the people of DC. I think in the last 2 years we just got into a rhythm.

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I vote to keep it open today.

Phil: I really appreciate your willingness to revisit this, Brad. Statute is clear to keep it closed to the public, if discussing anything specific public and private vulnerabilities, trade secrets, confidential info, or the big catch all of anything “detrimental to public safety.” But there’s nothing today relating to those limits.

I agree that we got in the rhythm last time, and just worked like that. If we are talking about dangers to public safety, that should be closed. But if we are talking about reports frequency and formats, and topics, that does not arise to anything detrimental to public safety. I vote to keep it open today. I appreciate that and I agree with you. I really appreciate your willingness.

Brian: Brad, if I could, I want to offer a few things. I believe that one reason we had closed meetings was when we asked external agencies any questions without knowing what those questions might be, or what their answer might be. I ask that anytime we start going towards a path where we might feel it would be a benefit to the discussion or to the district at any time, members of the Commission ask the chair if we could close the meeting.

Brad: That’s an incredible insight, and there are heads nodding in the room. I think that makes perfect sense. Thank you. Especially, the point of having a city partner we are meeting with - it’s important to protect their views, going back to what others said, protecting each other’s thoughts, and that partnership – it helps us partner stronger to protect opinions and the like. Any thoughts?

Joanna: I agree with the group. We should leave meetings open whenever we can but be flexible in closing whenever necessary. I think we should keep it open today.

Brad: I think the next step is to get into the working elements of this as the second step of the meeting. I want to discuss report format. As Director Walker and Ms. Gorosh said, there’s legislation that directs a report made public. It doesn’t say 2 or 3 reports. It keeps it vague. My goal is to produce a report that’s timely, that’s action oriented, whether providing lessons learned or providing subject matter that will help safeguard the district and the region – including Virginia and Maryland. We secure things with partners every day. It’s important to look at DC, and the region as well.

What are thoughts on that? I mentioned a quarterly report in email, before. A report every 3 months or so.

We want to capture issues and change in a fast pace environment. A year ago, there was no coronavirus. One option is more frequent reports, 2-3 pages. We can get into weeds in a bit on what we want that to be. A more frequent, shorter report, that would require a quicker lift on HSEMA’s side. But if we can get something faster out the door, with a topic that’s timely, that would be a good thing.

Quarterly report? What do we think about that?

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Phil: I agree. The commission has a history of one big annual report, heavy lifts of 25-30 pages. I do like the notion. I want more brevity. I like the notion of getting something out timelier.

My only concern is are we biting more off than we can chew. By that I mean: I would hate for us to say one report a quarter, and if we miss that first quarter, does that stall us for remaining quarters? Is there a way to do this well?

There are 10 months left in the year. Do we want to try to do 2 reports? We could take 5 months and say we'll study issue 1 March through July? August onward is a second topic. That feels more manageable. Setting ourselves up for two reports. All of our calendars are tight. If we do things properly, we want to talk to the right people in district government.

Could we aim for something closer to that? I'm wondering if quarterly is too small of a time period. I agree with it being briefer and tighter. They don't need to be 30 pages necessarily. My only urge is that we try to do for 2020 - not bite off more than we can chew. We just try to do two reports within ten months.

Ed: I'm in agreement with that. I want to move to do more than just one annual report. I think we're capable of more than one. I'd move to one mandatory, one flexible. Right now, with cascading events, in terms of Corona, we want to remain flexible with one report we've all agreed on, but also having flexibility when things change. We want to do our due diligence and move forward with that too.

Brad: Great! Joanna? Thoughts. Thoughts on type of report, and how periodically we report? Phil mentioned two reports, Ed was saying 1 or 2 others. Are you agreeing a little more frequent than annual?

Joanna: I understand the motivation for more frequent reports, and I agree with the underlying argument. But if we do them too frequently, and they are too short, are they really useful? I want the suggestions of thorough completed reports that are well-written, actionable, and useful to HSEMA and district citizens, and I'm concerned that doing a report quarterly won't get us there.

Considering how difficult it was just scheduling today's meetings, I'm not confident we could do a quarterly report, as that would mean maybe meeting every month.

Brian: I have two thoughts:

First, I agree commission should be able to reserve the right to produce recommendations (whether through issues paper, what have you), to be able to use our authority and our position in the district to advise on that.

I do also agree if we look at commissions over time, it is difficult to make an annual report. But I do think about what that report is and how much info truly needs to be in there. It needs to be a balance of being thoughtful and using our expertise. Jason is great but we do not have resources

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of bodies that do similar reporting at a federal level. And we must make this report as actionable and digestible as possible.

So, looking at report format: Maybe we could narrow the scope of what we're looking at. Last year, we started looking at mass care. What areas are we providing recommendations on? We do not want to take on way too much that waters down the report or requires so many resources and so much time. Can we balance resources and staff on HSEMA's side? I am totally in favor of reserving that right, and when necessary, doing additional reports, whatever they may look like. But I also want to focus on what our annual report looks like, and the scope and format that we choose to take in.

Brad: Those are great points. I think the biggest piece I heard from that, was that we do not have resources like the GAO. We're lucky to have the time of HSEMA. I think we're not a huge lift until the report comes around, and then there's more time spent clearly.

But Jason and Dion and others have always been responsive. I agree with everyone, and I'm not just saying that. I like Phil's idea of two reports because quarterly reports are probably too much. We do not have a big team, not even a full commission. We would normally have two more people writing. We don't yet have a full team.

I'm probably talking out loud among us: a quarterly report may be tough. I think I would like to see something more than a year, because if we shoot for a year, we all know, things can go wrong. I think we could carve out time to do a little more writing -- each of us, we volunteered for this job, and we do have time set aside in our brains to do some work. I would like to nudge the group towards 2 reports.

Again, if we do one, say we choose the topic, that topic may change a year from now if we chose it today. I think we could explore. We would obviously choose a topic that will be applicable in 6 months, that will be relevant in timely. But if we choose one topic, that topic will be stretched.

Last time, I think in a way, everyone was at fault, but I understand. I want to reduce chances of the public getting something in a timely manner. That's my overarching goal -- get something to the public that's the current topic and is beneficial with value added.

I would like to put out a vote in doing two topics / two reports a year. Yes or no?

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Joanna: I guess, yes. I am worried about biting off too much to chew.

Brad: I understand that. If we find ourselves not getting meetings scheduled in a timely fashion, we can adjust. Let's say we get a report out in 8 months, maybe we start preparing for the next report a little early. Maybe we shoot for 2 reports, and that forces us to push ourselves a little harder.

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Phil: Maybe I can take another shot at this. To pick up on what Steve said, we're down from 7 to 5 of us. Two vacancies that will hopefully be filled before summer recess in July for DC Council.

Maybe, we look at this today and decide on a topic. Let's decide today, we are working toward a July 31 deadline. We will pick Topic A, and we'll give ourselves 5 months, and we can then evaluate. We'll hit our mark or we won't by July 31. We'll have 2 new people on board by then. Then we can decide what to do from August onward.

Brad: So, we proceed with one topic, one report, but have it done, and shoot for deadline six months from now?

Phil: Yeah, so say today, we pick topic A, and we want that report done by July 31, giving us 5 months. When it's July 31, we'll take a cumulative step back and say we met our July 31 deadline, or we didn't. I think that might focus us. And by end of July, we'll have full seven commissioners, and they can jump in and help.

Brad: That's the same as I was thinking, but you framed it differently. Thank you. It's essentially two reports and focusing on one in shorter time frame.

Ed: I'm fine with that. I think we're capable of doing at least two quality reports. I'd like to do that one, and then we remain flexible, because as a commission, there are things we should be able to advise the Mayor and Council on, while we're working on the report. To say this is what's happening now. Is there any way this can come together while we're doing the report, and say we have an opinion on a way we can help the district?

Brad: Listening to you, I was thinking back to when we did the cyber report, we identified key issues early on. Some stuff was very tactical and targeted. We said you don't have it; we'd like you to have it. Whether it was because of us, or because they were already doing it.

I don't want to get delayed. If we can expedite the timeline a little bit, get out some quality recommendations, not dilute the report as Joanne said. Brian, any thoughts?

Brian: I like that concept. Just a few points there. If we do take that approach and if we are looking at overall focused areas: Can we break that report into pieces of that focused area? There may be some action items that can happen right away, in a report, that the district can act on. That is another reason to keep it into 6-month windows. I sometimes think with less members, we can get more done, because of coordinating schedules, and logistics.

Brad: Seeking an oral vote- yes or no. Let's vote to have report format report we set to release publicly. Internally, let's have one drafted.

Ed: July 31? That gives us 5 months.

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Brad: August is a dead month in DC -- place kind of shuts down until mid-September. Are we saying that by July 1, get it published publicly?

Phil: I was going with end of July.

Ms. Gorosh: Around July 15, recess begins, until September. People are out of office, but we are still working. And recess is actually a good time for us. We turn to drafting legislation and thinking about agenda setting.

Brad: *Voting to have report finished and to public by July 31.*

Phil: I vote yes on having the next report finalized and transmitted to Mayor and Council by July 31<sup>st</sup>, 2020.

Brad: The report goal is confirmed - written, ready, and published, by July 31 to the public.

We have our work cut out for us. This is great. Next item: topic.

Brian: I apologize, I have to depart for a flight. I want to thank everyone. I am excited for the path forward. I have total confidence in the rest of the commission in picking a topic.

*Brian Baker left the call/meeting.*

Brad: Safe travels. Thank you. My goal for 30 mins or less is to decide topic(s) and the approach for our study. Then we can work offline to talk dates and scheduling.

I would like to throw out this: Where we left off last time with Deputy Mayor Donahue, he gave us five points to consider and I looked at these.

One: Information flow - how we interact with agencies and regional stakeholders, how to manage flow with the big picture data. I think he meant using alert systems. How do we protect that data, especially with the use of social media?

Two: Emergency housing around displacement of both residents and businesses during a disaster.

Phil: Is this the one that's tied to that fire (Arthur Capper Fire)?

Brad: Yes, that's what the Deputy Mayor was referring to. He gave some areas to look into on that. Policies, patient tracking, legislative mandates were some subtopics to look into.

Three: Situational awareness. This could probably go back to information flow, as they're connected.

Four: Examining interdependencies of national capital regions.

Five: Evaluating grants issues, and other areas of funding District's ability to absorb local projects.

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Dion also mentioned mass care, which relates back to emergency housing and displacement. Mass care is a serious issue, which would be medical care can refer to anything. Speaking from Department of Homeland Security, we tackled it then, and we are still tackling it. We have a tough time dealing with a catastrophic event in the US.

When people say how much money you need to protect citizens from a catastrophic event, at least nationally in the US, we do not have an answer from congress. Security is based on layers. You can never stop anything. You can mitigate something, and maybe thwart things.

I think that's our goal. That is around resiliency. All of these 5 topics including mass care and waterfront security, are areas of resiliency.

One main topic, which is applicable to anything we do, is how to bounce back and absorb shock at a distance and recover quickly. Best case: looking to Europe and Israel. They have manmade natural disasters, and the next day, they're back online.

New Zealand does this well too, like when they have floods. I think one topic to consider and think through is resiliency, and then how we break it down.

Joanna: Information flow and situational awareness- those are esoteric to what they do. I do not think we can super helpful in that regard. That's why last time, I voted for one of the other topics. I like interdependencies question, such as mass care and emergency housing.

If I were pressed to pick one, it would probably be mass care because HSEMA said it would be something they would look to us for. With this new virus that CDC is telling us is coming here, this could be more relevant.

Brad: Great thoughts. On mass care side, is there something – because mass care could be post - event, preparing to, responding to, recovering from – is that an area we should focus on? Corona virus/pandemic - preparedness? What are your thoughts on that?

Joanna: I think I'm open. Within half a mile of Arthur Capper, I know we're imagining mass care was responding to an event like that as well. But I certainly think pandemic is a good one. But I do wonder, since you articulated that it responds to an event. Would a pandemic count as an event the way Arthur Capper does? I think this speaks to examining interdependencies. Who takes over when we do have an event moving forward? I think that's what HSEMA was trying to underscore when talking about those interdependencies. If there were public school students involved, who's responsible for their education? Homeland Security, or Schools. To the degree we can help the district in planning, it would be useful in planning for when something like this occurs. I think I have favorites versus least favorites when it comes to choosing a topic.

Phil: I agree with you on the notion of information flow and situational awareness as esoteric to us.

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I like mass care for all the reasons Joanna identified – and it was identified by HSEMA as an issue to look at. The only thing I could caution is, to the extent we look at mass care, maybe using that fire as a case study, I don't think we should look at pandemic aspects of it, because we'd have to run around and talk to DC Health, and other agencies, and I don't want to get in their way. They may be stretched thin on coronavirus. I'd rather take a retrospective look with mass care. What was the incident with Arthur Capper? What could we improve? What were the pain points? What does the response look like if Arthur Capper was times 10? How would district agencies scale up if it were double that size, because that was a displacement. How many was that?

Ms. Gorosh: I want to say between 80 and 100.

Phil: So, imagine it was 250 residences/families. Do district agencies have the capability of dealing with displacement of 250 residence. I like mass care as a topic, but I urge us to not look at the pandemic side of it.

Brad: I think that's spot on. I think mass care is applicable. It's a subtopic of resiliency. How are we recovering from an event? This could mean a population on waterfront security. I think this satisfies all the areas we're all concerned about. We're not getting in someone's way. I hope, based on what experts working on infectious diseases say, this should fall aside by April or July. Nevertheless, mass care could be a piece of this. Ed?

Ed: I'm in favor of that with mass care. It kind of goes back to beefing up sur teams. The goal there is to have all district residents self-sustain for 72 hours. In any case, pandemic, mass housing, displacements- that's going to play a role in this. If it goes to a pandemic, than we're looking at national resources they will need. We would look to get federal aid and resources, and citizens need to be able to say that they know what to do and have what it takes to self-sustain for 72 hours.

Brad: I love that. I love the idea of citizen preparedness. Again, I look to Europe and elsewhere on how to prepare citizens to be self-sufficient for a few days.

In this case, we're not in rural areas, and if a blackout occurred, like the blackout last year in northeast, that was substantial. I love citizen preparedness, plus everyone understands it. It resonates with the public. I think we agree on mass care and citizen preparedness. We can come up on vernacular later. Let's do voice vote.

**Voice vote: all in favor mass care citizen preparedness topic for first report. It is unanimous.,**

Brad: Let's shoot to meet in the next three weeks. Jason will discuss with you offline to schedule.

Phil: We just want a quick baseline understanding of what the district's current mass care capabilities are. Where HSEMA identifies a potential gap, I'd like to understand what other

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district agencies responsibilities have for mass care. I know HSEMA is tip of spear, but the spear is very long. To other agencies that have responsibilities, we want a landscape of who is in the space. And it would be helpful to get an understanding of this.

I'm sure HSEMA already runs citizens preparedness efforts (Kevin Bush). Let's get them in here, and they can brief us on what's currently at play.

Ed: Chairman Allen was very concerned about the Fire Department with the Capper fire, and not being able to properly hold it, and not being able to house folks in timely fashion. That was a senior citizen zone, so it took on another layer as a special population.

Brad: Mass care, in the last 18 years, has been an issue that plague several state and local government in the US. With catastrophic events that hit certain thresholds, essential services are overwhelmed. I hope we overcome that someday.

Hurricane Sandy- they did a good job with that. Hurricane Katrina, I was a first responder and learned a lot from post Katrina. Nevertheless, there are new threats. With extreme weather, waterfront rising, and now more and more businesses and residences are on the water.

I think mass care with citizen preparedness would be a great topic. So maybe next meeting, we could have Kevin Bush come. He's been hired by HSEMA to be a resiliency officer. It would be great to get briefed by him. Could we make him our next guest. Also, can HSEMA research who would logically be the leads for next time? There are a lot of stakeholders.

Ms. Gorosh: We held oversight hearings on the Capper Fire. We had FEMS and several agencies there.

Phil: Do you have a transcript of that?

Ms. Gorosh: The video is online. I will send that to you.

Director Walker: For any AAR's you can make requests for HSEMA to provide those to you.

Another thing I'm thinking about - It shouldn't be commissioners writing reports, but commissioner reviewing report. Think of it like flying into an area and thinking, "what has happened here"? Take in an executive summary from others, and it's not really about drafting the report yourself, but meeting staff from HSEMA to lead on it.

Brad: We're happy to meet about that, to figure out who has the bandwidth for that. Let's set up a meeting with Kevin Bush, then we can talk offline. We'll look at that video. Then, we'll maybe shoot around that the commission has some ideas we are thinking about and maybe talk to Director Rodriguez about that.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Homeland Security Commission**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

Dion: Perhaps the commission could send out beforehand a list of information they're looking for? Then we can try to make sure we have it in advance of the meeting. This way, when Mr. Bush is here, he's ready with the right info, and may be ready for any questions.

Brad: Let's shoot for the next meet in 3 weeks. Final thoughts?

Brad: I know our mandate is to produce a report. Today, no one's hear from the public, but I know our mandate is specifically to the public.

Maybe we can have experts come in and talk to the public. I do not want to get in the way of any response, like Coronavirus. But maybe a topic like waterfront security. We can have meetings, inviting the public, inviting Chairman Allen, and show people what we are doing.

Phil: It's not a report, but we can do a roundtable on waterfront security. Maybe let's get the Coastguard, NCR Director, MPD, etc. Maybe even bring in Alexandria and Arlington. That's a lighter lift. It's just scheduling there.

Brad: Alert the media and get strength in numbers. Any thoughts?

Thanks to everyone. I know Jason and the team will be sending out the notes. On behalf of everyone, I just want say I'm excited to be the new chairman. I'll try to change things up a little. We're lucky to have people like Phil, who want to continue to serve, someone like ed, who has more DC experience than any of us.

Ed: My heart is still in the district and I'm here to help anyway I can.

Brad: We're looking forward to new partnerships with Jamie and city council. Maybe we do not need to do too much. Maybe at the roundtable, we invite regional leaders, like in Virginia, and Maryland.

***Meeting adjourned. End of recording.***

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION**

**Friday, March 5, 2021  
4:00 p.m. to 5:00 p.m.  
Virtual Webex Meeting  
Call in: 1-650-479-3208  
Access Code: 160 709 9172**

This meeting of the D.C. Homeland Security Commission will be held on March 5, 2021 from 4:00 p.m. – 5:00 p.m. The Homeland Security Commission intends to close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

1. Introductions
2. Commission members vote to have a Closed Session pursuant to D.C. Code 2-575(b)(8), § 7-2271.04 and § 7-2271.05
3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION  
Friday, September 11, 2020  
3:00 p.m. to 4:30 p.m.  
Virtual Webex Meeting  
Call Number: 1-650-479-3208  
Meeting number (access code): 172 826 0567**

This meeting of the D.C. Homeland Security Commission will be held on September 11, 2020 from 3:00 p.m. – 4:30 p.m. The Homeland Security Commission may close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

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2. Commission members vote to have a Closed Session pursuant to D.C. Code 2-575(b)(8), § 7-2271.04 and § 7-2271.05
3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION  
Thursday, August 27, 2020  
3:00 p.m. to 5:00 p.m.  
Virtual Webex Meeting  
Call Number: 1-650-479-3208  
Meeting number (access code): 160 559 4190**

This meeting of the D.C. Homeland Security Commission will be held on August 27, 2020 from 3:00 p.m. – 5:00 p.m. The Homeland Security Commission may close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

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3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION  
Thursday, August 13, 2020  
3:00 p.m. to 5:00 p.m.  
Virtual Webex Meeting  
Call Number: 1-650-479-3208  
Meeting number (access code): 160 559 4190**

This meeting of the D.C. Homeland Security Commission will be held on August 13, 2020 from 3:00 p.m. – 5:00 p.m. The Homeland Security Commission may close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

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3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION  
Thursday, August 6, 2020  
3:00 p.m. to 5:00 p.m.  
Virtual Webex Meeting  
Call Number: 1-650-479-3208  
Meeting number (access code): 160 009 6215**

This meeting of the D.C. Homeland Security Commission will be held on August 6, 2020 from 3:00 p.m. – 5:00 p.m. The Homeland Security Commission may close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

1. Introductions and remarks
2. Commission members vote to have a Closed Session pursuant to D.C. Code 2-575(b)(8), § 7-2271.04 and § 7-2271.05
3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION  
Friday, July 31, 2020  
3:00 p.m. to 5:00 p.m.  
Virtual Webex Meeting  
Call Number: 1-650-479-3208  
Meeting number (access code): 160 611 6294**

This meeting of the D.C. Homeland Security Commission will be held on July 31, 2020 from 3:00 p.m. – 5:00 p.m. The Homeland Security Commission may close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

1. Introductions and remarks
2. Commission members may vote to have a Closed Session pursuant to D.C. Code 2-575(b)(8), § 7-2271.04 and § 7-2271.05
3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION  
Friday, July 24, 2020  
3:00 p.m. to 4:30 p.m.  
Virtual Webex Meeting  
Call Number: 1-650-479-3208  
Meeting number (access code): 160 618 5345**

This meeting of the D.C. Homeland Security Commission will be held on July 24, 2020 from 3:00 p.m. – 4:30 p.m. The Homeland Security Commission may close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

1. Introductions and remarks
2. Commission members vote to have a Closed Session pursuant to D.C. Code 2-575(b)(8), § 7-2271.04 and § 7-2271.05
3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION**

**Webex Meeting**

**Wednesday, June 10, 2020**

**2:00 p.m. to 3:30 p.m.**

**Webex Call Number: 1-650-479-3208**

**Access Code: 160 506 1334**

This meeting of the D.C. Homeland Security Commission will be held on June 10, 2020 from 2:00 p.m. – 3:30 p.m. The Homeland Security Commission may close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

1. Introductions

2. Commission members may vote to have a Closed Session pursuant to D.C. Code 2-575(b)(8), § 7-2271.04 and § 7-2271.05

3. Adjourn

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Homeland Security and Emergency Management Agency**

Muriel Bowser  
Mayor



Dr. Christopher Rodriguez  
Director

**HOMELAND SECURITY COMMISSION**

**441 4<sup>th</sup> Street, NW  
Washington, D.C. 20001  
Wednesday, February 26, 2020  
2:00 p.m. to 4:00 p.m.  
Room 1112 on Floor 11 South**

This meeting of the D.C. Homeland Security Commission will be held on February 26, 2020 from 2:00 p.m. – 4:00 p.m. The Homeland Security Commission intends to close this meeting to the public pursuant to D.C. Code § 2-575(b) (8), § 7-2271.04 and § 7-2271.05 for the purpose of discussing the annual report. Any open portion of this meeting will be accessible to the public. For your reference, please see the public agenda, below:

1. Introductions and remarks
2. Commission members vote to have a Closed Session pursuant to D.C. Code 2-575(b)(8), § 7-2271.04 and § 7-2271.05
3. Adjourn

# Q58a Part 1

## Homeland Security and Emergency Management Agency

### Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2019-FY 2020)

Event	Approved Event Date	Presentation Date	
Anacostia River Festival	Sunday, August 9, 2020	Monday, October 28, 2019	FY2020
Chinese New Year Parade and Celebration	Sunday, January 26, 2020	Monday, October 28, 2019	
National Asian Heritage Festival	Saturday, May 16, 2020	Monday, October 28, 2019	
DC Emancipation Day Celebration	Saturday, April 18, 2020	Monday, October 28, 2019	
2020 Mayor's Fresh Start 5K	Wednesday, January 1, 2020	Monday, October 28, 2019	
Eisenhower Memorial Dedication	Friday, May 8, 2020	Monday, October 28, 2019	
DC Metro HBCU Alumni Alliance 5k Run/Walk	Saturday, July 11, 2020	Monday, December 9, 2019	
National Cherry Blossom Festival Parade	Saturday, April 4, 2020	Monday, December 9, 2019	
Lawyers Have Heart 10K & 5K Run & Fun Walk	Saturday, June 13, 2020	Monday, December 9, 2019	
St. Patrick's Day Parade	Sunday, March 15, 2020	Monday, December 9, 2019	
Wonderland Ballroom Sundress Fest	Sunday, May 3, 2020	Monday, December 9, 2019	
Thunder Alley	Saturday, May 23 - Monday, May 25, 2020	Monday, January 13, 2020	
Race for Hope	Sunday, May 3, 2020	Monday, January 13, 2020	
More Than Pink Walk, Washington DC	Saturday, September 12, 2020	Monday, January 13, 2020	
National Police Week 5K	Saturday, May 9, 2020	Monday, January 13, 2020	
Herstory 5K	Saturday, March 7, 2020	Monday, January 13, 2020	
Cathedral Commons Friday Nights in the Heights Concert Series	Fridays, 5/1, 6/5, 7/3, 8/7, 9/4, and 10/2, 2020	Monday, January 27, 2020	
Tinely Tiger Run	Sunday, May 3, 2020	Monday, January 27, 2020	
Turkish Festival	Sunday, September 27, 2020	Monday, January 27, 2020	
Around the World Cultural Food Festival	Saturday, August 29, 2020	Monday, February 10, 2020	
GW Chalk-In	Tuesday, April 28, 2020	Monday, February 10, 2020	
Columbia Heights Day Festival	Saturday, June 20, 2020	Monday, February 10, 2020	
Ford's Theatre Annual Gala	Sunday, June 14, 2020	Monday, February 24, 2020	
National Memorial Day Parade	Monday, May 25, 2020	Monday, February 24, 2020	
National Capital BBQ Battle	Saturday, June 27—Sunday, 28, 2020	Monday, February 24, 2020	
Capital Pride Festival	Sunday, September 14, 2020	Monday, February 24, 2020	
National Cherry Blossom Festival Petalpalooza	Saturday, April 11, 2020	Monday, February 24, 2020	
Southeast Porchfest	Sunday, September 27, 2020	Monday, February 24, 2020	
Howard University Homecoming International Yardfest	Friday, October 16 - Saturday, October 17, 2020	Monday, March 9, 2020	
Howard University Homecoming Parade	Saturday, October 17, 2020	Monday, March 9, 2020	
Howard University Homecoming Tailgate	Saturday, October 17, 2020	Monday, March 9, 2020	
Howard University Homecoming International Football Game	Saturday, October 17, 2020	Monday, March 9, 2020	
National Archives July 4th Celebration	Saturday, July 4, 2020	Monday, March 9, 2020	
Credit Union Cherry Blossom Kids Run	Saturday, April 4, 2020	Monday, March 9, 2020	
H Street Festival	Saturday, September 19, 2020	Monday, March 9, 2020	
17th Street Festival	Saturday, August 29, 2020	Monday, March 23, 2020	
Snallygaster	Saturday, October 10, 2020	Monday, March 23, 2020	
Capitol Hill Classic 10K/3K/Kids Dash	Sunday, October 4, 2020	Monday, March 23, 2020	
Southwest Arts Fest	Saturday, October 3, 2020	Monday, March 23, 2020	
Capital Pride Block Party	Saturday, September 13, 2020	Monday, March 23, 2020	

Q2

Q1

Capital Pride Parade	Saturday, September 13, 2020	Monday, March 23, 2020	FY2020 Q3
Army-Ten Miller	Sunday, October 11, 2020	Monday, April 13, 2020	
Barks, Brews and Bites in Cathedral Heights	Saturday, August 29, 2020	Monday, April 13, 2020	
Grand African Run	Saturday, October 31, 2020	Monday, April 13, 2020	
Palisades Fourth of July Parade	Saturday, July 4, 2020	Monday, April 27, 2020	
Marine Corps Marathon	Sunday, October 25, 2020	Monday, April 27, 2020	
Weatherization Day 2020	Friday, October 30, 2020	Monday, April 27, 2020	
Prevent Cancer Health Fair and Walk/Run	Sunday, November 1, 2020	Monday, June 8, 2020	
St. Jude Walk/Run to End Childhood Cancer	Saturday, September 26, 2020	Monday, June 8, 2020	
			FY2020 Q4
Race4Respect 5K and Kid's Dash	Saturday, June 5, 2021	Monday, October 26, 2020	
Credit Union Cherry Blossom 5K Run/Walk	Sunday, April 11, 2021	Monday, October 26, 2020	
Credit Union Cherry Blossom Kids' Run Half Mile	Saturday, April 10, 2021	Monday, October 26, 2020	FY2021 Q1
Thunder Alley	Saturday, May 29--Monday, May 31, 2021	Monday, December 14, 2020	
BellRinger	Saturday, October 23, 2021	Monday, December 14, 2020	
Rock n Roll DC Half Marathon and 5K	Saturday, November 13, 2021	Monday, December 14, 2020	
DC Bike Ride	Saturday, September 25, 2021	Monday, December 14, 2020	
Scope It Out 5K	Sunday, March 28, 2021	Monday, December 14, 2020	

# Homeland Security and Emergency Management Agency

## Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2020)

Event	Approved Event Date	Presentation Date
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FY2020Q

1

# Homeland Security and Emergency Management Agency

## Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2020)

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FY2020Q

# Homeland Security and Emergency Management Agency

## Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2020)

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St. Jude Walk/Run to End Childhood Cancer	Saturday, September 26, 2020	Monday, June 8, 2020	

# Homeland Security and Emergency Management Agency

## Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2020)

Event	Approved Event Date	Presentation Date	
<b>EOM SUSPENDED ALL MSETG MEETINGS FROM MONDAY, MAY 11, 2020 UNTIL THE END OF FY20. MSETG MEETINGS RESUMED IN FY21 Q1.</b>			
			FY2020Q
			4

# Homeland Security and Emergency Management Agency

## Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2021)

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Q58a Part 2



**READ**  
the MSETG Planning Guide for details on the agencies' requirements and processes



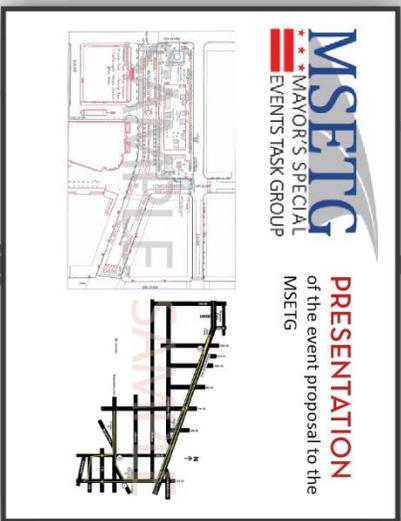
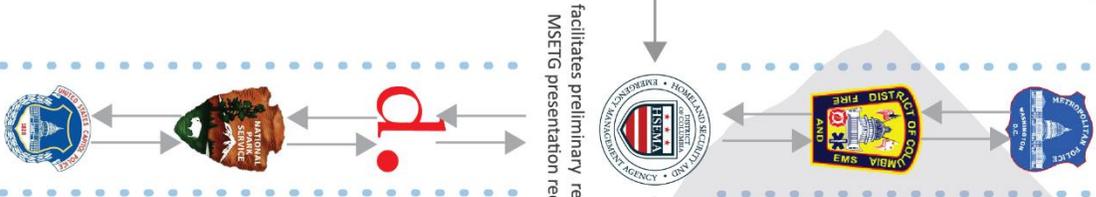
**SUBMIT**  
a Letter of Intent (LOI) for presentation of event proposal to the MSETG no later than **180 days** prior to the proposed event date



**RECEIVE**  
an MSETG confirmation email detailing the presentation requirements



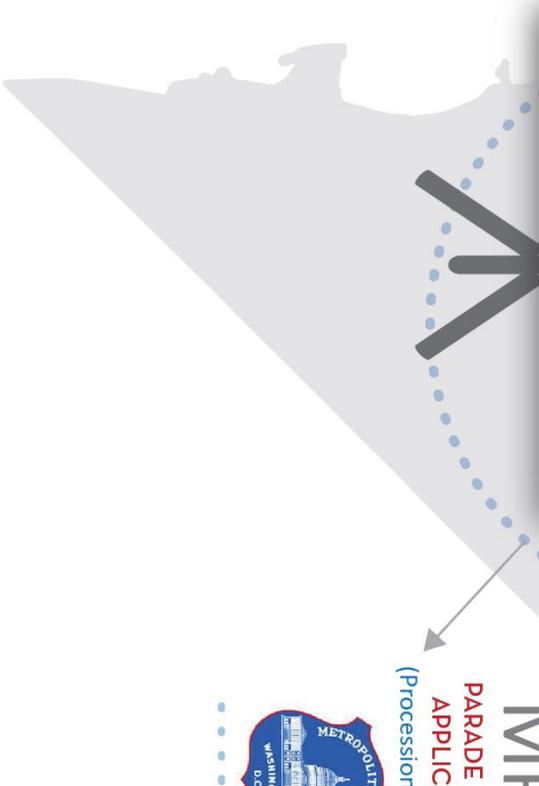
facilitates preliminary review of MSETG presentation requests



**DCRA**  
SPECIAL EVENT LICENSE APPLICATION  
(Festivals/Stationary Events)



**MPPD**  
PARADE PERMIT APPLICATION  
(Processional Events)



Q58a Part 3



DISTRICT OF COLUMBIA

MAYOR'S SPECIAL EVENTS TASK GROUP



SPECIAL EVENTS

*2020 Edition*

PLANNING GUIDE



WE ARE WASHINGTON  
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR



**READ**  
the MSETG Planning Guide for details on the agencies' requirements and processes



**SUBMIT**  
a letter of Intent (LOI) for presentation of event proposal to MSETG no later than **180 days** prior to the proposed event date



**RECEIVE**  
an MSETG confirmation email detailing the presentation requirements



facilitates preliminary review of MSETG presentation requests



**DCRA**  
SPECIAL EVENT LICENSE APPLICATION  
(Festivals/Stationary Events)



**MPPD**  
PARADE PERMIT APPLICATION  
(Processional Events)





MAYOR'S SPECIAL EVENTS TASK GROUP  
Special Events Planning Guide

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# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Introduction

As the nation's capital, Washington, D.C. hosts numerous special events that reflect the city's diverse and rich heritage while contributing to the spirit and vitality of the city. The Government of the District of Columbia provides essential municipal services in support of special events to ensure events occurring on public space in the District of Columbia are conducted in a manner that protects public health and safety. Coordinating the city's public safety planning efforts for events requiring interagency coordination is the responsibility of the Mayor's Special Events Task Group (MSETG). The MSETG is responsible for providing interagency reviews and assessments of the operational, public safety and logistical components of proposals for special events.

### Special Event Definition

For the purpose of this guide, a special event is considered to be, although not limited to, a parade, walk, run, bike ride, procession (excluding First Amendment, wedding and funeral processions), or festival requiring interagency coordination for the temporary use of public roadways under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including sidewalks and parks, for activities of a recreational, entertainment, amusement, educational, or civic nature not solely conducted for vending, marketing or commercial purposes, and subject to the special event user fees for permits and licenses to cover the costs to the District for providing public services and personnel necessary to protect public health and safety.

Activities protected by the First Amendment to the United States Constitution, including assemblages organized to consult for the common good, petition the government, exercise worship or religion, or demonstrate as a public display of sentiment for or against a person or cause for the purposes of speech making or address do not require the approval of the MSETG. Organizers of First Amendment activities should contact the Special Operations Division of the Metropolitan Police Department on (202) 671-6522.

### MSETG Participating Agencies

Homeland Security and Emergency Management Agency  
Department of Fire and Emergency Medical Services  
District Department of Transportation  
Department of Health  
Executive Office of the Mayor  
DC Water  
Office of Motion Pictures and Television Development  
Washington Metropolitan Area Transit Authority  
Events DC  
U.S. Park Police  
U.S. Department of Homeland Security – Federal Protective Service  
Office of Risk Management

National Park Service  
U.S. Capitol Police  
National Gallery of Arts  
Metropolitan Police Department  
Department of Public Works  
Department of Consumer and Regulatory Affairs  
Department of Parks and Recreation  
Office of Tax and Revenue  
Alcoholic Beverage Regulation Administration  
Smithsonian Institute  
Department of General Services  
District of Columbia National Guard



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### MSETG Planning Requirements

#### Presentation Process

The MSETG meets to review presentations of proposed events the second and fourth Monday of each month, except on government holidays. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. It should be noted that the applicable permit-granting agencies have the final authority for establishing and ensuring compliance with requirements relative to any activities under their respective jurisdictional authority. Presentation requests in the form of a Letter of Intent (LOI) must be received no less than **ONE HUNDRED EIGHTY (180) DAYS** prior to the date of the event and are processed up to one year prior to the proposed date of the event. The LOI should be addressed to D.C. Mayor's Special Events Task Group; 2720 Martin Luther King, Jr. Avenue SE, 2<sup>nd</sup> Floor; Washington DC 20032. The LOI may be submitted to [dc.msetg@dc.gov](mailto:dc.msetg@dc.gov).

The LOI must minimally contain the following information in a single 1-3 page document:

- Name/title of the proposed event
- Organizer/sponsor of the proposed event
- Purpose/intent of the proposed event
- Proposed date(s) of the event
- Beginning and ending times of the proposed event
- Proposed location/route (street closure narrative and map) of the event
- Proposed street closures (include streets to be closed as well as closing and reopening times)
- Primary Contact person (include telephone number and email address)
- Event organization telephone number and website for public notice
- Expected number of attendees/participants

The MSETG is not required to act upon an incomplete LOI. An organizer submitting an incomplete LOI will not be granted a presentation and will not have administrative recourse rights to a presentation if the required information as set forth herein is not provided. It is therefore important to provide all required information and documentation in a timely manner throughout the review process.

Once the LOI has been received by the MSETG, the organizer of the event will be contacted for the purpose of scheduling a date for a presentation to the MSETG. The presentation of the event to the MSETG should minimally include the following:

- Purpose of the event
- Proposed date of the event
- Proposed location/route (include detailed narrative and map of route for processional events)
- Proposed beginning and ending times of the event
- Street closure requests (must include specific block(s) to be closed with names of intersecting streets)
- Street closure timelines (must include times for set-up and breakdown of event)
- Set-up and dismantling timelines
- Street closure controls (i.e. security vehicle, water barriers, etc.)
- All structure and temporary structures in and around event footprint
- Fire hydrant locations (maintain 3 feet clearance on all sides of hydrant)
- Streets and roadways bordering event



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

- Detailed event plan with activity/programmatic timelines
- Detailed diagram of entire event set-up (each street closure must include an unobstructed 20 feet emergency access lane, stages, tents, equipment, fencing, etc.)
- Key/legend indicating all elements of sitemap
- Information relative to any staging or equipment set-up on public space
- Expected number of attendees
- Ward(s) hosting event
- Expected Dignitaries/VIPs
- Contact information for event organizer
- Telephone number and website for public information

The MSETG meeting confirmation will provide additional detailed presentation package requirements.

### Site Plan/Route Map

The required site plan and/or route map (see samples on page 7 labeled as figure 1 and figure 2, respectively) must be included with the presentation package to provide a visual representation of all the infrastructure and operational event elements of the proposal.

The final permits issued by the District will only be valid for the venue areas and event elements described in the presentation, site plan, and/or route map and approved by the MSETG. Modifications requested may be required during the review process and will be incorporated in the final permits. Following are guidelines to assist in the development of the site plan or route map:

It is the responsibility of the event organizer to provide a legible site plan sized to scale to the MSETG for review of an event. The site plan must minimally include the following:

- An outline of the entire event venue including the names of the street or areas that are part of the venue and the surrounding area.
- If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
- The location of fencing, carriers, and/or barricades. Indicate any removable fencing for emergency access.
- The provision of a minimum twenty (20') feet emergency access lane throughout the venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and any other temporary structures.
- The booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or sources of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- The location of all fire hydrants.
- Other related event components not listed above.
- Site plan key containing defined symbols for the information listed above.

# MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

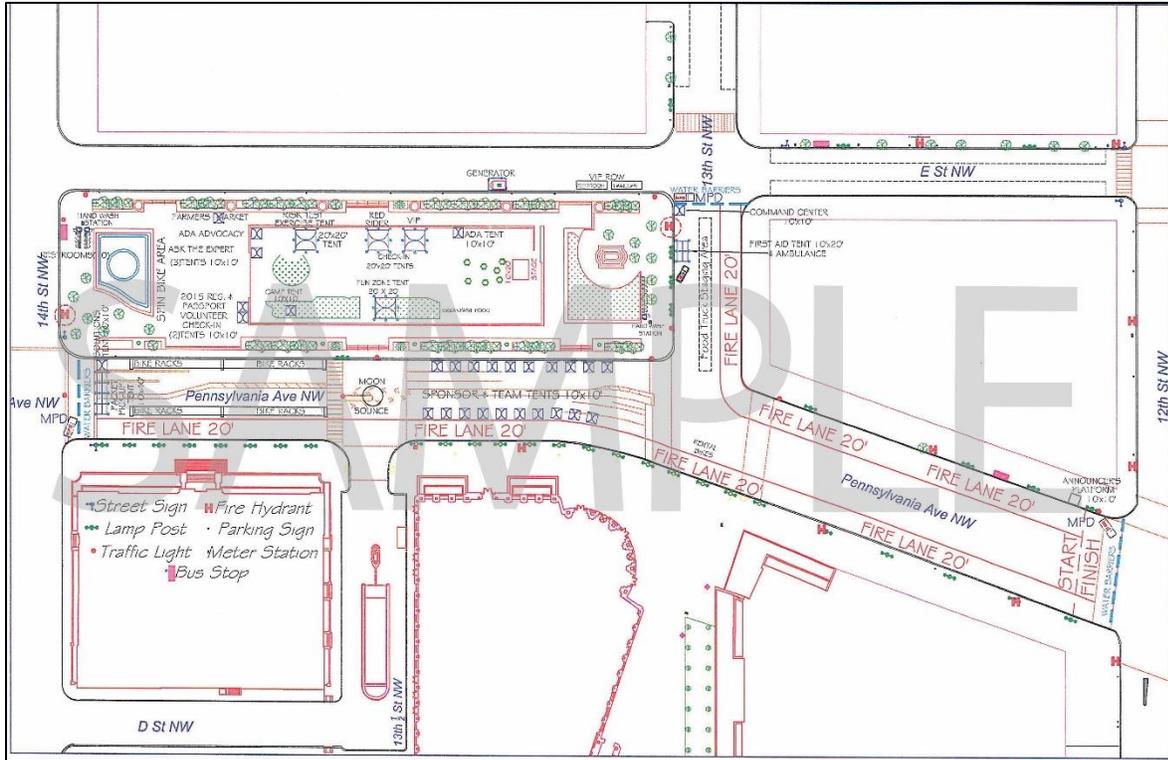


Figure 1

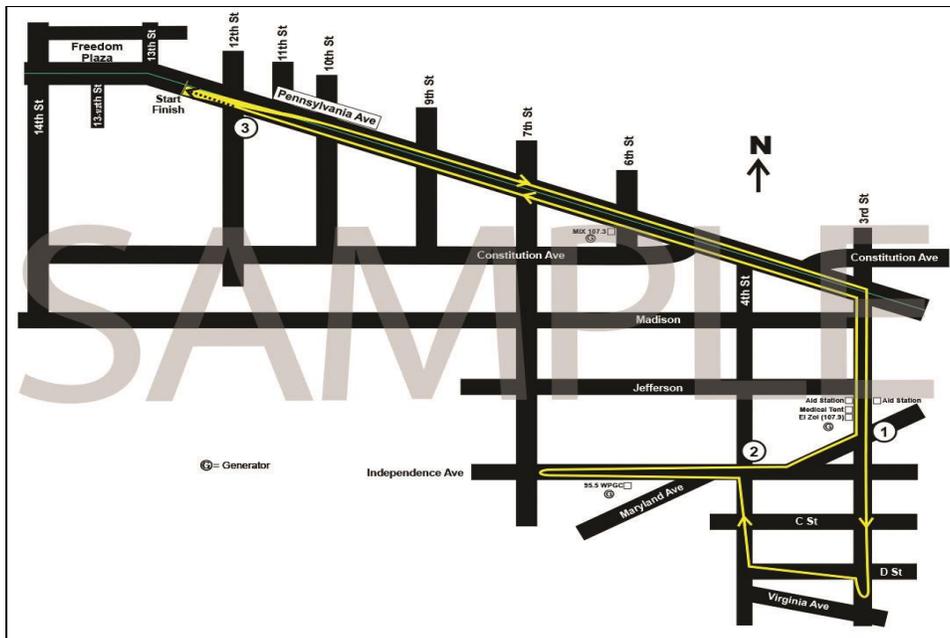


Figure 2



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

Thirty-five (35) hard copies of the presentation must be submitted to the MSETG no later than the Wednesday before the scheduled presentation date. The organizer will be required to give a brief presentation and upon completion, a roundtable discussion will begin to include, but not limited to the following subjects:

- Venue Design/Site Plan
- Event Timeline
- Event Components (i.e., music, exhibits, etc.)
- Set-up and Dismantle Plan
- VIP/Dignitary Plan
- Alcohol Management
- Food Concessions
- Parking/Transportation
- Environmental Impact Issues
- Recycling/Trash Plan
- Insurance Requirements
- Traffic Control Plan
- Americans with Disabilities (ADA) Compliance
- Community Support/Issues
- Health and Medical Plan
- Additional Required Permits/Approvals

Subsequent to the presentation, the organizer is advised of the MSETG's decision and provided a checklist of next steps for permitting and licensure requirements with the relevant agencies' representatives based on information provided during the meeting with the MSETG. In determining whether to grant or deny an event proposal, the MSETG will minimally consider the potential community impact of the event, as well as the effect the proposed event will have on the health and safety of the public, the environment, transportation management, conflicts with previously scheduled events, and the required manpower and resources of the city. The MSETG's approval of an event proposal is contingent on the support of the affected communities and the organizer's compliance with all terms, conditions, and provisions of current District and Federal agencies' rules, laws, regulations, codes, and public safety requirements.

The MSETG's approval of an event does not presume to give authority to violate or cancel the public safety requirements of any District or Federal agency, or the provisions of any District or Federal law, regulation, or code governing the use of public property. It is the responsibility of event organizers to comply with the public safety requirements of District and Federal agencies, and all applicable District and Federal laws, regulations, and codes in cooperation with District and Federal agencies. All terms, conditions and provisions of current District and Federal laws, regulations, and codes, shall remain in full force and effect.

Failure to comply with District and Federal laws, regulations, and codes, as well as failure to adhere to the requirements, guidelines and procedures of any District, Federal, or member agency of the MSETG may result in denial, suspension, or revocation of licenses and permits, or summary termination of the event.

The District of Columbia reserves the right to make changes to any of the subjects included herein.

### **General Requirements**

The MSETG has been established to ensure that any changes, restrictions, or adaptations to public roadways, resulting from a special event are managed in a safe and prudent manner in order to protect public health, safety, and welfare, and to ensure minimal impact on the public and citizens of the District of Columbia. It is the responsibility of the event organizer to comply with the requirements of the MSETG and the member agencies of the MSETG, in addition to the following minimum general requirements:

- Acquire adequate financing to conduct the event.
- Submit Letter of Intent to the MSETG at least 180 days prior to the planned date of the event.
- Secure conditional approval of the MSETG.



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

- ❑ Secure all necessary contracts, permits, and licenses required to conduct the event.
- ❑ Acquire necessary public liability insurance coverage and/or bonding required for the event, with minimal coverage as outlined under the *Public Space Occupancy Permits* section of this guide.
- ❑ Ensure that all streets are accessible to emergency vehicles and equipment at all times via a minimum 20 foot dedicated and unobstructed emergency lane, and as may be further determined by the Department of Fire and Emergency Medical Services.
- ❑ Ensure that event site plan is designed and implemented in a manner that does not allow the traversing of vehicular traffic (except as approved for parades) through the site of the event, and in compliance with requirements of the Metropolitan Police Department.
- ❑ Conduct the event in accordance with appropriate and relevant District and Federal laws, regulations, codes, and guidelines.

### **Event Scheduling**

The MSETG maintains a schedule of special events on an annual basis. All new requests for event dates must be submitted in writing to the MSETG, and are processed on a *first-come, first-served* basis up to one year in advance. The MSETG processes numerous annual and traditional/long-established special events, such as the National Barbecue Battle, Taste of DC, H Street Festival, Rock 'n' Roll Marathon, etc. on a yearly basis. The MSETG will not process events for sites and dates affected by established annual events. Once an annual event is cancelled or rescheduled, the established date becomes available on a *first-come, first-served* basis.

### **Community Impact**

Event organizers are required to meet with representatives of the communities affected by the event as noted herein in an effort to determine the impact of the event on their respective communities and develop mitigation strategies addressing the concerns of those communities. Event organizers of processional events (i.e., walks, runs, bike rides, etc.) are required to present proposals approved by the MSETG to the applicable Advisory Neighborhood Commissions (ANCs). In order to ensure that great weight is given to the ANCs relative to the community impact of the routes, event organizers are required to provide the MSETG with documentation of the position of the ANCs on the route traversing their respective ANCs. The community consent requirement for stationary events requiring a special event license (i.e., street festivals) is seventy-five percent (75%) approval of the residential/business establishments within a 300-foot radius of the site of the event. Event organizers must present the required signatures to the Department of Consumer and Regulatory Affairs.

### **General Considerations**

In developing a plan for a special event, several factors should be considered by the event organizer. In addition to the scope of the event, community impact, municipal support and public safety requirements, general planning considerations should include, but not be limited to the following factors in planning for a safe and successful event.

#### **Weather**

Washington, D.C. is subject to hot, humid weather from May 30 through October 15. Thunderstorms and rain showers are frequent in the summer months. Cold weather may set in as early as the middle of November and continue through April. Cold rains and snowfalls are also prevalent during this period. The MSETG strongly urges special event organizers to consider weather conditions carefully. Hot, humid weather can produce health hazards to participants in outdoor events. The effects of heat and humidity are cumulative, and careful planning should



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

include some analysis of the probable impact of exposure to weather conditions. Cold weather also requires adequate protection from the elements.

### **Composition of the Expected Crowd**

Elderly citizens and small children require adequate planning, particularly if lengthy marches are part of the event. Organizers should make provisions for those who will have difficulty walking long distances. Event organizers are responsible for providing adequate water supply, sanitary facilities, and portable restrooms (1 for every 300 persons with a minimum of 10% being ADA compliant) to meet sanitation requirements. Food provisions should be considered as well, especially if the time period of the event is lengthy. Please keep in mind that persons from outside the District are often unfamiliar with local resources and services.

### **Bus Parking and Transportation**

Large events involving many buses require active liaison efforts with the Metropolitan Police Department, the District Department of Transportation, and the Washington Metropolitan Area Transit Authority to ensure adequate parking areas, bus identification, and drop-off/pick-up points are well planned and coordinated.

### **Lost and Found Service**

Event organizers should exercise special care to provide well identified signs, announcement by public address systems or pre-event handouts that clearly designate such services. In setting up a lost and found service, it is important for event organizers to assign individuals who will remain at the lost and found area until the event is fully terminated.

### **Communications Systems**

Communications systems may include portable radios, cellular telephones, and adequate public address systems. Use of such equipment is dependent upon crowd size, routes, and geographical terrain. It is required that a large event (over 10,000 people) include provisions for a clearly identified logistical command post with an effective communications system.

### **Stages**

For large crowds, it is essential that staging be of sufficient height and visibility to project the activities to the crowd adequately. Security for the stage should be carefully planned. For large activities, snow fencing should be considered for stage security. In setting up the stage, always leave a well identified emergency access route. Although problems of crowd control are not expected, such a route is especially important when emergency medical care is needed by participants near the front of the crowd.

### **Emergency Medical Services/First Aid**

On-site, trained, professional and licensed personnel allow event organizers to be proactive when it comes to providing immediate emergency medical assistance.

### **Crowd Control**

Adequate training of event marshals/personnel and the use of fencing equipment are measures to consider in the management of crowds.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Metrorail Service

Special schedules are operated on weekends and holidays. Metrobuses may need to be re-routed or Metrorail service may need to be supplemented in order to facilitate certain events.

### ADA Compliance

Events are required to meet the American with Disabilities Act (ADA) standards for accessibility. Site plans should depict ADA elements, including, but not limited to, ADA-compliant portable toilets, accessible paths of travel, etc. The minimum required number of accessible portable toilets is 20% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible.

### Community Outreach

Event organizers that would like to request agency community outreach participation shall refer to the agencies specific guidelines. Respective guidelines for MSETG agencies community outreach request can be found in the links below:

Fire and Emergency Medical Services (FEMS)	<a href="https://fems.dc.gov/page/public-information-and-community-affairs">https://fems.dc.gov/page/public-information-and-community-affairs</a>
Homeland Security and Emergency Management Agency (HSEMA)	<a href="https://hsema.dc.gov/service/community-outreach-event-request-form">https://hsema.dc.gov/service/community-outreach-event-request-form</a>
Department of Public Works (DPW)	<a href="https://dpw.dc.gov/node/416282">https://dpw.dc.gov/node/416282</a>
District Department of Transportation (DDOT)	<a href="https://dcforms.dc.gov/webform/meeting-request-form-advisory-neighborhood-commissions-or-other-community-groups">https://dcforms.dc.gov/webform/meeting-request-form-advisory-neighborhood-commissions-or-other-community-groups</a>
DC Health	Event organizers may call the Office of Communications and Community Relations at 202-442-9897 to request the Community Outreach Event Request Form (Appendix B). All requests must be provided at least one (1) month in advance of the event.

### Prohibited Closures

Closures of alleyways and bridges for the production of stationary events (festivals, dinners, concerts, etc.) are not authorized and do not meet public safety and traffic management requirements, and therefore will not be considered by MSETG. Also, as a public safety measure, curb-to-curb street closures are required in order to prohibit vehicular traffic traversing adjacent to special event sites. Therefore, proposals requesting partial street closures, only closing one side of a roadway, will not be considered by the MSETG.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### **Portable Toilets**

The MSETG requires that one (1) portable restroom be available for every three hundred (300) guests. 20% of the total portable restrooms must be ADA compliant but in no event less than one for each location. If a single unit is placed, it must be accessible.

### **Public Disclosure Information**

The District recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of events on the surrounding areas. In this regard, the following information provided in your event proposal, special event application/permit, and any supporting documents included therein are subject to public disclosure:

- Event Title
- Event Summary
- Name and Contact Information for Event Organizer(s)
- Event Website Address
- Dates and Times of the Event
- Location of the Event
- Projected Attendance/Participants
- Participation/Attendance Fee(s)
- Additional Public Contacts
- Community Outreach Efforts

In addition, the final permit issued by the District and any invoices for District services as well as other rates/fees charged by the District and documentation regarding payments made to the District in connection with a special event are subject to public disclosure.

### **Special Event Calendar**

The Special Events Division of the Homeland Security and Emergency Management Agency (HSEMA) maintains the MSETG's Calendar of Special Events which details the events approved by the MSETG. Information contained in the LOI, presentation package, and/or special event application/permit will be used in developing the MSETG Calendar of Special Events. The calendar may be accessed at [www.hsema.dc.gov/service/special-events](http://www.hsema.dc.gov/service/special-events).

Events are added to the calendar as they are approved by the MSETG.

### **After-Action Reporting**

The submission of After-Action Reports by event organizers and relevant agencies will be used as a method of documenting key successes and determining areas of improvement for future planned productions of events. Event organizers will be provided with an After-Action Report template subsequent to receiving the conditional approval of the MSETG.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Insurance Requirements

The Event Organizer shall procure and maintain, during the entire period of performance under the approved license or permit, the types of insurance specified below. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED BELOW WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

If the requested license or permit is approved by either Metropolitan Police Department (MPD) or Department of Consumer and Regulatory Affairs (DCRA), then the Event Organizer shall have its insurance broker or insurance company submit a Certificate of Insurance to the appropriate agency responsible for reviewing and approving the license or permit which would be either MPD or DCRA giving evidence of the required coverage prior to commencing any activity in connection with the requested license or permit. In no event shall any activity be performed until the required Certificates of Insurance, signed by an authorized representative of the insurer(s) have been provided to, and accepted by, either MPD or DCRA. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the activity is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Event Organizer shall require all of its event vendors to carry the same insurance required herein. The Event Organizer shall ensure that all policies provide that either MPD or DCRA shall be given written notice within a reasonable period of time in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Event Organizer shall provide either MPD or DCRA with ten (10) days prior written notice in the event of non-payment of premium.

MINIMUM INSURANCE REQUIREMENTS
BASIC COVERAGES
<p><b><i>Commercial General Liability:</i></b>            Per Occurrence: \$1,000,000            Aggregate: \$2,000,000            Products and Completed Operations: \$2,000,000            Personal/Advertising Injury: \$1,000,000</p>
<p><b><i>Automobile Liability:</i></b> \$1,000,000 per occurrence</p>
<p><b><i>Workers' Compensation:</i></b>            See applicable statute for jurisdictional requirement  <b>Employers' liability:</b>            Each Accident: \$500,000            Employee Disease: \$500,000            Disease-Policy Limit: \$500,000</p>
MINIMUM INSURANCE REQUIREMENTS



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<b>MOST COMMON ADDITIONAL COVERAGES: Requirements to be determined depending on individual contract</b>
<i>Auto Physical Damage Insurance: TBD</i>
<i>Cyber Liability Insurance: \$1,000,000+</i>
<b>Employment Practices Liability:</b> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<b>Environmental Liability:</b> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<i>Installation Floater: TBD</i>
<i>Liquor Liability Insurance: \$1, 000,000</i>
<b>Professional Liability (E&amp;O):</b> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<b>Sexual Abuse &amp; Molestation</b> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<b>Umbrella or Excess Liability:</b> \$2,000,000 to 5,000,000+
<b>3rd Party Crime Insurance:</b> Per Occurrence for Each Wrongful Act: \$50,000 +
<b>Note:</b>
<ol style="list-style-type: none"> <li>1. Insurance carrier must have an A.M. Best Company rating of A / VIII or higher.</li> <li>2. The Contractor shall require all of its subcontractors to carry the same insurance required herein.</li> <li>3. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation.</li> </ol>



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Agency-Specific Requirements

In addition to the MSETG presentation requirements, District and Federal agencies have separate agency-specific requirements that must be met in order to conduct a Special Event in the District of Columbia.

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#### Department of Consumer and Regulatory Affairs

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##### Special Event License

DCRA requires organizers of all non-processional special events produced on public space to obtain a Special Event License. A Special Event Application/Questionnaire, available at [www.dkra.dc.gov](http://www.dkra.dc.gov), must be submitted at least thirty (30) days (sixty (60) days recommended) prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration  
Special Events and Vending Coordinator  
1100 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 442-4310

The requirements of the Department of Consumer and Regulatory Affairs for the issuance of a Special Event License include, but are not limited to:

- ❑ A completed *Special Event Application/Questionnaire* (available at [www.dkra.dc.gov](http://www.dkra.dc.gov)).
- ❑ Liability insurance from an insurance company, as specified by the Department of Consumer and Regulatory Affairs and the Public Space Regulation Administration of the Department of Transportation.
- ❑ Clean Hands Certification
- ❑ Good Standing Certification
- ❑ A description of the event, the location, date and time of the event, date and time of completion the construction and set-up of sales booths, equipment, amusement equipment, etc. The event site will be inspected and must be approved by inspectors of the Department of Consumer and Regulatory Affairs.
- ❑ A consent list of 75% of the resident housekeepers and occupants of business and other establishments within a distance of 300 feet from the perimeter of the location where the event is to take place, and as specified by the Department of Consumer and Regulatory Affairs. The signatures of building managers/owners will be accepted for multi-unit buildings.
- ❑ An electrical permit, if any electrical apparatus, including but not limited to sound equipment, will be used as part of the event. Only a D.C. licensed and bonded electrical contractor can obtain this permit.
- ❑ A construction permit, if the set-up will include construction of a tent, stands or booths, stages, etc., as specified by the Department of Consumer and Regulatory Affairs.
- ❑ A copy of the event site plan.



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## Special Events Planning Guide

### Special Event Permit Application for Temporary Structures

DCRA also requires the submission of a Special Event Permit Application for any Special Event utilizing temporary structures, such as tents, stages, fences, bleachers, etc. This Application is available at [www.dkra.dc.gov](http://www.dkra.dc.gov) and must be submitted thirty (30) days prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration  
Special Events and Vending Coordinator  
1100 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 442-4310

### Corporate Registration License

A corporation may sponsor an event in the District of Columbia. To do so, the corporation must be in good standing with the Business and Professional Licensing Administration – Corporations Division of the Department of Consumer and Regulatory Affairs. The Corporations Division of the Department of Consumer and Regulatory Affairs processes, examines, and certifies limited partnership and corporation documents for legality and adherence to statutory requirements. The division also provides standing certificates to verify the status of registered entities. Corporate forms can be processed through the internet via the DCRA's website at [www.dkra.dc.gov](http://www.dkra.dc.gov). Ten (10) working days are required to grant a corporation authority to operate. To apply for this type of registration and/or certificate, please contact:

Department of Consumer and Regulatory Affairs  
Business and Professional Licensing Administration/Corporations Division  
1100 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 442-4432, (202) 442-4523 (fax)

### Electrical, Plumbing, Construction Permits

Event organizers must obtain a permit for any type of electrical, plumbing, or construction work that needs to be performed from the Permit Processing Division of the Department of Consumer and Regulatory Affairs. To begin the permit application process, please contact:

Department of Consumer and Regulatory Affairs  
Permit Processing Division  
1100 4<sup>th</sup> Street SW  
Washington, DC 20024  
(202) 442-9455

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## **Metropolitan Police Department**

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### Parade/Processional Event Permits

Event organizers must obtain permits for parades, walks, runs, bike rides, marathons, and other processional events from the Special Operations Division of the Metropolitan Police Department. For purposes of this guide, a "parade" is any procession (with the exception of First Amendment activities) consisting of persons, animals, vehicles, or a combination of persons, animals, and vehicles traveling in unison and with a common purpose upon any public



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# Special Events Planning Guide

street, highway, or other public way, within the territorial jurisdiction of the Metropolitan Police Department, in a manner that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public. Parades, therefore, include although are not limited to walks, runs, bike rides, and marathons.

The requirements of the Metropolitan Police Department for the issuance of parade permits (excluding First Amendment activities) include, but are not limited to:

- Approval of the MSETG to conduct the event.
- Route approval with Traffic Control Plan from the District Department of Transportation.
- A completed application (available at [www.mpdc.dc.gov](http://www.mpdc.dc.gov)) filed at least 15 business days prior to the date of the event.
- Original signatures on the application. (Photocopies and facsimile copies will not be accepted.)
- The conduct of the parade will not substantially interrupt the safe and orderly movement of other vehicular and pedestrian traffic contiguous to its route.
- The conduct of the parade will not divert such numbers of police officers from their normal police duties that the city would be deprived of reasonable police protection.
- The concentration of persons, animals, and vehicles in the assembly and disbanding areas and along the parade route will not substantially interfere with the movement of police, fire ambulance, and other emergency vehicles on the streets.
- The parade is scheduled to move from its assembly location to its disbanding location expeditiously and without unreasonable delays en route.
- The parade will not substantially interfere with any other parade for which a permit has already been granted.
- The applicant has provided for the services of the number of parade monitors and police officers that the Metropolitan Police Department considers necessary to ensure that the parade will be conducted in conformity with the parade permit.
- The applicant has not materially misrepresented any facts of information set forth in the application for a parade permit.
- The applicant has furnished proof that, if the assembly of disbanding locations or the route of the parade, encroach upon, occupy, or traverse any area within the jurisdiction of the federal or local governments, permits or permission have been obtained from the appropriate authorities.
- The parade is not to be held for the sole purpose of advertising for private gain any product, merchandise, contest, or event.
- The parade does not endanger public safety.

### Street Closures

Street closures are routinely granted by the District of Columbia for special events. In order to ensure pedestrian and motor vehicle safety, street closures designed to split a festival/designated special event area or allow traffic to traverse between a separation of the festival/designated special event area(s) are considered a public safety hazard and will not be considered for approval.

In the interest of public safety and to prevent the intrusion of motor vehicles into areas designated for pedestrians and equipment (e.g. tables, tents, chairs, vendors, etc.), the Metropolitan Police Department requires that all event



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

organizers completely barricade roadways with barriers capable of stopping an oncoming vehicle (e.g., Type III water-filled traffic barriers). The event organizer is fully responsible for the renting, insuring, transportation, installation, and removal of the barriers. The barriers are to be positioned in such a manner as directed by the Metropolitan Police Department and in compliance with District of Columbia Fire and EMS Department's requirements for an emergency access lane for emergency response and rescue vehicles. Should a special event be required to have Type III traffic barriers for street closures, and the organizer fails to supply those barriers, the Metropolitan Police Department will not implement any street closures for that special event irrespective of any permits being issued for that special event. Further, the special event will not be allowed to take place on the street surface.

Moving vehicles are not allowed in a closed venue area except when approved as part of a parade. If a stationary vehicle is part of the event plans for a closed venue, the keys must be removed from the vehicle until the event is over and it is safe to drive in the venue area. The presence of stationary vehicles within the venue must be indicated on the event site map when presented to the MSETG. Any planned usage of motorized carts to provide supplies and services within the venue must also be detailed in the event presentation package.

### **"Clear Route" Initiative and Heavy Blocking Vehicles**

If your special event is being hosted upon a District of Columbia public street and requires the street to be closed, all moving traffic shall be diverted according to the requirements of the District of Columbia Department of Transportation's (DDOT) Traffic Control Plan. In support of that Traffic Control Plan, the Washington D.C. Metropolitan Police Department (MPD) will then require the use of appropriate public safety measures that would prevent any other vehicles from entering the confines of the event area. Required measures may include, but are not limited to, the use of barriers, appropriate blocking vehicles, or both.

MPD will evaluate each special event site plan, route map, and other relevant event documents to determine the most appropriate safety measures that will be required before the event is permitted to take place.

Conditional Approval obtained through the MSETG is contingent upon each organizer fulfilling each agency's requirements for special events.

Additionally, all costs associated with these public safety requirements are the responsibility of the event organizer, and such costs should be factored into production costs prior to the actual event. Should MPD need to request "same day" public safety resources to fulfill these requirements, event organizers will be financially responsible for these services. Failing to satisfy the financial obligations incurred may preclude the event organizer from holding future special events.

In addition to the aforementioned public safety requirements, for every special event that is classified as a festival all parked vehicles shall be removed from the area where the festival/designated special event will occur prior to the start of the event. For every special event that is classified as a processional special event, such as a marathon or a parade, all vehicles must be removed from the route. The organizer must secure "Emergency No Parking" signage from the District of Columbia Department of Transportation at the organizer's expense, and the signage must be installed by the organizer within the required time frame for Emergency No Parking to take effect.



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

The organizer shall remove vehicles in violation of the Emergency No Parking signage by employing the towing services of the District of Columbia Department of Public Works (DPW). The number of required Emergency No Parking signs and DPW tow vehicles will be contingent upon the size and scope of the special event. These requirements may require additional costs for event production.

### Reimbursable Detail Information

Should a special event take place on a recognized Federal or District Government Holiday, the Event Organizer **MAY** be invoiced at a higher rate due to required Holiday Pay overtime rates.

Additionally, the Metropolitan Police Department **MAY** invoice at a higher reimbursable rate for specialized assets (e.g., K9, Harbor Patrol, or Helicopter Unit) required for public safety during a special event.

The organizer is **FULLY** responsible for all expenses associated with services provided by the Metropolitan Police Department. Should the special event exceed the original Estimate for Police Services, the Event Organizer will be invoiced for any overage amount. This may occur if the Event Organizer fails to keep within permitted hours for cleanup and breakdown. The Metropolitan Police Department will maintain a public safety presence **ANY** time a portion of the Special Event remains active on the street, to include setup, breakdown, and cleanup activities.

Should an Event Organizer have **ANY** outstanding balances from any previous special events, the Metropolitan Police Department will not provide support to the special event being presented to the MSETG. Outstanding balances related to police services must be settled PRIOR to the MSETG presentation date. For example: If an Event Organizer has an outstanding balance from the previous year's special event, that balance must be settled before the current year's presentation; **OR**, should an Event Organizer that hosts multiple special events throughout the year, as long as the organizer has an outstanding balance for any prior special event within the same year, the balance must be settled prior to the current presentation to the MSETG.

To begin the permit application process and ensure that the requirements set forth by the Metropolitan Police Department are met, please contact:

Metropolitan Police Department - Special Operations Division  
2850 New York Avenue, NE  
Washington, DC 20002  
(202) 671-6522

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## Department of Transportation

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### Public Space Occupancy Permits

Applicants seeking a *Parade Permit* or *Special Event License* will need to obtain *Reserved* or *No Parking* signs and/or apply for a public space occupancy permit for any equipment, structures or fixtures associated with the event. Applicant must have received conditional approval from the MSETG and complied with the respective permitting and licensing requirements of MPD and/or DCRA. Please note that Reserved and No Parking signs must be posted at least 24 hours in advance in commercial areas and 72 hours in advance in residential areas.



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

The requirements for the issuance of a public space occupancy permit include, but are not limited to:

- ❑ A completed application or submission into DDOT's online permitting system (available at [www.tops.ddot.dc.gov](http://www.tops.ddot.dc.gov)) at least (30) thirty days prior to the date of the event.
- ❑ A complete site plan to scale depicting the current public space and the location and dimensions of any and all proposed structures (e.g. stages, portable toilets, vendor booths).
- ❑ Traffic Control Plans (TCP) will be required with permit requests involving street closures and/or disruptions to the pedestrian/vehicular traffic flow.

For additional information regarding public space permits, please contact:

Department of Transportation  
Public Space Regulation Administration  
1100 4<sup>th</sup> Street, SW  
2<sup>nd</sup> Floor Permit Office  
Washington, DC 20024  
(202) 442-4670

### Traffic Control Plans

Traffic Control Plans are documented strategic safety plans on how pedestrian and vehicular traffic will be managed in and around a special event. Event organizers are required to submit a traffic control plan to the Department of Transportation that conforms to the Manual on Uniform Traffic Control Devices (MUTCD). Event organizers are responsible for the acquisition, installation and maintenance of traffic control devices as determined by the Department of Transportation. The event organizer shall remove all traffic control devices following the conclusion of the special event.

A traffic control plan must be submitted by the event organizer at least one month (30 calendar days) in advance of the event for approval by DDOT. Any missing or insufficient information will delay approval.

**APPROVAL:** When a Traffic Control Plan (TCP) is submitted as part of a public space application for a special event it will be reviewed by the Traffic Work Zone Group of PSRA Plan Review Division.

**INSPECTION:** DDOT reserves the right to periodically inspect special event areas in public space to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

**REVIEW:** TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements.



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## Special Events Planning Guide

To ensure requirements set forth by the District Department of Transportation are being met, please contact:

District Department of Transportation  
Public Space Regulation Administration  
1100 4th Street, SW  
2nd Floor Permit Office  
Washington, DC 20024  
(202) 442-4670

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### **Alcoholic Beverage Control Regulation Administration**

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#### **Temporary Alcoholic Beverage Control License**

If alcoholic beverages are planned to be provided at a Special Event, a Temporary Alcoholic Beverage Control License must be obtained. If there is a charitable beneficiary involved in the provision of alcoholic beverages, please include this information in the presentation to the MSETG. To begin the permit application process, please contact:

Alcoholic Beverage Control Regulation Administration  
2000 14<sup>th</sup> Street NW, Suite 400S  
Washington, DC 20009  
(202) 442-4423

There are two types of temporary licenses needed for selling, serving and consuming distributing alcoholic beverages:

- A class "F" license authorizes an individual or group to sell and serve beer and wine.
- A class "G" license authorizes an individual or group to sell and serve spirits, beer and wine.

In order to obtain a temporary Alcoholic Beverage Control License, you must file in person 14 days prior to the date of the event. The following documents must be submitted along with your application for an Alcohol Beverage Control License:

- A letter of authorization from the true and actual owner or designated agent of the property upon which the event is to take place, giving permission to sell alcoholic beverages:
- A completed FBI Stipulation Form LII-ABC-5, which must be notarized.
- A copy of the Special Event License.

When submitting an application for an Alcoholic Beverage Control License, the applicant or designee to manage the event must have a completed criminal history report (PD-70). This report can be obtained from the Metropolitan Police Department located at 300 Indiana Avenue, N.W., #3055, Washington, D.C.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### Office of Tax and Revenue

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#### Tax Registration License

Sponsors of special events are required to pay District of Columbia taxes on items sold, even if listed as nonprofit organizations. Tax-exempt organizations are not required to pay income taxes, but are required to pay all sales taxes. In cooperation with the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs provides registration services. To apply for this type of registration, please contact:

Office of Tax and Revenue  
1101 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 727-4829

#### Tax and Revenue Reporting Requirements

All events are subject to the following obligations and penalties mandated by the Office of Tax and Revenue:

- ❑ Event organizers shall submit to the Office of Tax and Revenue:
  - At least 30 days before the beginning of an event, a preliminary list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers; and
  - Within 10 days after the last day of an event, a final list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers, if not previously provided.
- ❑ Before the event, the event organizer shall provide to vendors and exhibitors such information regarding their District tax obligations, filing deadlines, and other such requirements as is supplied by the District after the preliminary list of vendors and exhibitors is submitted as noted herein.
- ❑ Event organizers shall provide access to officials of the Office of Tax and Revenue to the event premises and activities to monitor vendor and exhibitor sales.
  - An event organizer who fails to submit the preliminary vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$2,500.
  - An event organizer who fails to submit the final vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$10,000.

To ensure requirements set forth by the Office of Tax and Revenue are being met, please contact:

Office of Tax and Revenue  
1101 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 727-4829



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### Department of Fire and Emergency Medical Services

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#### Emergency Medical Services Requirements

The Department of Fire and EMS mandates that all streets remain accessible to emergency vehicles and equipment at all times via a minimum 20 ft. dedicated and unobstructed emergency lane, and/or as may be further determined by the Department of Fire and EMS.

An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services. It is imperative that normal emergency medical services operations for the city are not hindered by the staging of a special event. The Department of Fire and EMS (EMS Special Events Coordinator) as well as the Department of Health must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel. To ensure safety of persons attending a special event, the Emergency Medical Service provider (if services are not provided by the Department of Fire and EMS) must be able to initiate an Incident Action Plan (as required by the U.S. Department of Homeland Security) that is appropriate for the event. All events must have an Incident Action Plan on file with the Department of Fire and EMS. Additionally, the provider must have direct radio communications capability with the Department of Fire and EMS, local and applicable Federal law enforcement agencies, and the District of Columbia's Homeland Security and Emergency Management Agency. The following guideline, established according to the number of people anticipated at an event, will ensure that appropriate emergency medical coverage is provided throughout your event:

NOTE: Special high-activity events such as concerts, marathons, 5K and 10K races, as well as other events staged during periods of extreme temperatures, or potentially affecting a high number of special needs individuals (e.g., elderly or young children) will be required to obtain first aid and/or emergency medical services and other Fire/EMS assets as determined by the Department of Fire and EMS and the Department of Health.

To ensure requirements for the provision of first aid and/or emergency medical services are being met, please contact:

Department of Fire and Emergency Medical Services  
Emergency Medical Services – Special Events Coordinator  
1018 13<sup>th</sup> St NW 3<sup>rd</sup> Floor  
Washington, DC 20005  
(202) 673-3274

#### Vending Requirements

During event planning, provisions must be made by the event organizer to ensure food vendors/vending spaces and the merchandise vendors/vending spaces remain separate at all times while vending is taking place as required by the Office of the Fire Marshal of the Department of Fire and Emergency Medical Services. To ensure requirements set forth by the Office of the Fire Marshal are being met, please contact:

Department of Fire and Emergency Medical Services  
Office of the Fire Marshal  
1100 4<sup>th</sup> Street, SW, 2<sup>nd</sup> Floor (Permit Center)  
Washington, DC 20024  
(202) 727-1600



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Fireworks Display Permit

If an event includes any type of fireworks display, the event organizer must obtain permits for the use of fireworks from the Department of Fire and Emergency Medical Services – Office of the Fire Marshal. To begin the permit application process, please contact:

Department of Fire and Emergency Medical Services  
Office of the Fire Marshal  
1100 4<sup>th</sup> Street, SW, 2<sup>nd</sup> Floor (Permit Center)  
Washington, DC 20024  
(202) 727-1600

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### DC Health

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#### Food Safety and Hygiene Inspection Services Division

Successful ventures in food service at special events can be assured when diligently following the requirements as outlined in the DCMR Title 25-A, also known as the DC Food Code. To confirm that all food vendors understand how to ensure food safety, it is critical that all potential vendors read, understand, and then sign-off on the **Food Services Guidelines/Requirements for Special Events Vendors** prior to the event. Each vendor must sign the Food Safety Division's (FSD) form acknowledging their receipt of the Guidelines prior to the event. The *Guidelines* highlight the major requirements. The FSD will have inspectors on-site during the special event to ensure that all of the requirements as stated in the Food Code are being met. If, during the inspections, the sanitarian finds that the food or operations threatens the health or safety of the patrons, the vendor will be required to dispose of the food and/or discontinue the operation. During the day(s) of the event, there will be one (1) sanitarian conducting inspections for every ten (10) vendors. Every attempt will be made for all food service operators to be inspected prior to conducting any sales.

To meet the critical requirements of the Food Code, it is required that all vendors have enough hot water (100°F) for hand-washing, and enough hot water for ware-washing (110°F), during all hours of the special event (DCMR 25 § 401 & § 2402). **If the vendor is unable, the Event Organizer will be responsible for providing an approved method of supplying sufficient hot water for all vendors.**

So that the Event Organizer will have a sufficient number of copies of FSD's *Guidelines* available for the vendors, please provide a list of the potential vendors to FSD. Please provide the following information:

- Name of Lead Vendor
- Name(s) of additional vendors
- Trade Name or Food Establishment association
- Contact telephone number
- On-site cell phone number during event
- Contact email address
- Contact mailing address
- Menu/Food items to be offered for sale
- Also include the name of the event, dates/times of event, and name of Event Organizer.

Email this information to [food.safety@dc.gov](mailto:food.safety@dc.gov) or fax to (202) 535-1359.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

For events where food is not offered for sale, but is to be distributed for free/at no cost to either the participants or spectators, the FSD would like to remind vendors to maintain sanitary conditions to the best of their ability and include signage indicating that patrons consume such food items at their own risk.

Event Organizers with any questions about food operations prior to a special event, and to ensure requirements are being met, are strongly encouraged to contact:

Food Safety and Hygiene Inspection Services Division  
899 North Capitol Street, NE  
Washington, DC 20002  
(202) 535-2180  
[Food.safety@dc.gov](mailto:Food.safety@dc.gov)

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# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Health Emergency Preparedness and Response Administration Requirements

The Department of Health, requires that all event coordinators submit a Health, Medical and Safety Plan to the Department of Health. The Health Emergency Preparedness and Response Administration (HEPRA) within the Department of Health (DOH) has created guidelines to provide assistance in creating the Health, Medical and Safety Plan. The guidelines cover planning for all types of events and include a detailed matrix identifying medical assets such as first aid stations, transport ambulances, supplies and equipment which might be needed depending on the event size, duration, and other dynamic factors at play. The D.C. DOH Special Events Health, Medical and Safety Planning Guide is posted at the DOH-HEPRA website at <http://doh.dc.gov/page/special-event-medical-planning>.

Any special event with a planned attendee size of 100,000 or greater will require a formal planning meeting with the Department of Health (See contact information below).

Event Type	Crowd Size (anticipated)	CPR & 911 Access	Medical Aid Station (BLS)	Medical Aid Station (ALS)	Medical Aid Station with Physician	Ambulance(s) (BLS or ALS)	Mobile Med Teams
Concert/ Music Festival	1 – 2,500	x	x	◆		BLS◆	◆
	2,501-15,000	x		x		ALS (1)	x
	15,001-50,000	x		x	◆	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Athletic/ Sporting Event	1 – 2,500	x	x	◆		BLS◆	◆
	2,501-15,000	x		x	◆	ALS (1)	x
	15,001-50,000	x			x	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Parade/ Outside Venues	1 – 2,500	x	◆			BLS◆	◆
	2,501-15,000	x	x	◆		BLS◆	x
	15,001-50,000	x		x		ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Conference or Convention	1 – 2,500	x	◆			BLS◆	◆
	2,501-15,000	x	x	◆		BLS◆	◆
	15,001-50,000	x		x	◆	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x

X= Required

◆= Recommended

(1) = Multiple Units may be required depending on history and size of event

ALS = Advanced Life Support (see Annex C for list of service providers)

BLS = Basic Life Support (see Annex C for list of service providers)

EMT = Emergency Medical Technician



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

Once the plan has been approved, the Department of Health may post information about the event on the Healthcare Information System (HIS) so that local healthcare facilities can be aware of the date and time of your event. This information will allow the healthcare facilities to be informed of the anticipated location and crowd size, so they can plan how the event may impact their respective facilities.

Event Organizers with questions regarding the Health, Medical and Safety Plan prior to the special event to ensure requirements are being met, are encouraged to contact:

HEPRA – Special Events  
899 North Capitol Street NE, Suite 570  
Washington, DC 20002  
(202) 671-4222

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### **Serve DC**

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#### **Volunteer Services**

Serve DC – The Mayor's Office on Volunteerism provides free training to organization staff and volunteers on topics such as CPR/AED, first aid, traffic and crowd management, spontaneous volunteer management, and more. Serve DC also maintains a database of individuals who have taken its flagship Community Emergency Response Team (CERT) training and can be requested to provide support in a public-safety or emergency-preparedness capacity at special events.

Event organizers interested in scheduling group training or requesting CERT volunteers for an event, should contact Serve DC within 90 days of the event date:

Serve DC – The Mayor's Office on Volunteerism  
Frank D. Reeves Municipal Center  
2000 14th Street, NW Suite 101  
Washington, DC 20009  
(202) 727-7925  
[www.serve.dc.gov](http://www.serve.dc.gov)

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### **Department of Parks and Recreation**

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#### **District Parks and Recreation Facilities Use Permit**

Event organizers requiring the use of any District of Columbia parks or recreation facilities, must obtain a permit from the D.C. Department of Parks and Recreation. To begin the permit application process, please contact:

Department of Parks and Recreation  
Permit Office  
3140 16<sup>th</sup> Street, NW  
Washington, DC 20010  
(202) 673-7449



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

The following information must be provided at the time of inquiry:

- Date of Event
- Type of Event
- Expected Attendance
- Event Details of Activities (i.e., live band, animals, games, food, etc.)

The agency will exercise discretion to suggest alternate sites for any event expecting to exceed site capacity.

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### **National Park Service**

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#### **Federal Parks Use Permit**

If any portion of the event will be held on parkland of the Federal government, a permit must be obtained from the National Park Service of the U.S. Department of the Interior. To begin the permit application process, please contact:

National Park Service  
National Mall and Memorial Parks  
Division of Permits Management  
900 Ohio Drive, SW  
Washington, DC 20242  
(202) 245-4715

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### **U.S. Capitol Police**

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#### **U.S. Capitol Permit**

If any portion of the event will be held on the grounds of the U.S. Capitol complex, a permit must be obtained from the U.S. Capitol Police. To begin the permit application process, please contact:

U.S. Capitol Police  
Special Events Unit  
119 D Street, NE  
Washington, DC 20510  
(202) 224-8891

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### **Robert F. Kennedy Memorial Stadium and Parking Lots**

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If any portion of the event will be held at RFK Memorial Stadium or on the parking lots of the stadium, please contact:

Events DC  
Director of Event Operations  
2400 East Capitol Street, SE  
Washington, DC 20003  
(202) 608-1165



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### DC Water

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#### Misting Tent Request

DC Water provides a misting tent as a service to the community (minimum group size-100 participants). DC Water recommends applying for a permit at least two weeks before the Misting Tent is needed. It typically takes one to two weeks for DC Water to process an application.

Event organizers interested in having the DC Water Misting Tent setup at the Special Event, please request the tent at <https://www.dewater.com/event-request>.

#### Fire Hydrant Use Permit

If a water source is needed for drinking, cooking, misting tents or for similar purposes, DC Water recommends using a water truck, or an on-site water storage tank. If these water sources are not available or are prohibited at the event site and the use a fire hydrant as a temporary water source is required, a Fire Hydrant Use Permit must first be obtained from DC Water. This permit will authorize the applicant to operate a particular fire hydrant for the purpose of obtaining water on a temporary basis for the duration of the event.

Event organizers interested in using fire hydrants during a Special Event should apply for a Fire Hydrant Use Permit prior to the Special Event at <https://www.dewater.com/event-request>.

#### Drinking Water Station/Water bubbler Use Permit

A water bubbler is a device that is attached to a fire hydrant and acts as a drinking water fountain or bubbler. In certain cases, such as community events, DC Water allows customers to rent a water bubbler for drinking water, washing, cooking and recreational use.

Event organizers interested in using a water bubbler at a Special Event should apply for a Water Bubbler Use Permit at: <https://www.dewater.com/event-request>.

#### Temporary Discharge to Sewers Permit

To discharge any water or wastewater from an event, a Temporary Discharge to Sewers Permit must be obtained to ensure the proposed discharge location is acceptable for the volume and type of waste being disposed. Any special restrictions, treatment, and/or monitoring requirements for the discharge will be identified in the permit and are assessed on a case by case basis.

To discharge any water or wastewater from a Special Event, please apply for a Temporary Discharge to Sewers Permit at: <https://www.dewater.com/event-request>.

#### “Wendy the Waterdrop” Appearance

DC Water has a waterdrop mascot named Wendy. Wendy can be scheduled for special events, and requests must be submitted two-three weeks in advance. Wendy should generally be used in good weather, and if inclement weather is predicted, she must be used indoors.

To have a special appearance by “Wendy the Waterdrop” at a Special Event, please request the appearance at [nija.ali@dewater.com](mailto:nija.ali@dewater.com) or (202) 787-2206.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### Washington Metropolitan Area Transportation Authority (WMATA)

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#### Bus Stop Closure Signage

Organizers are required to obtain and place “*Detour Notices*” on the Metrobus stops that are impacted by Special Events that take place in Washington, DC and the neighboring jurisdictions (MD/VA) to provide clarity to the customers on exactly where to board and alight buses (Appendix B). WMATA’s Planning Department has committed to printing and providing the appropriate signs along with zip ties to secure at every Bus Stop affected by the event. To coordinate and schedule a time for pick-up, please contact:

The Office of Bus Planning/ Bus Operations Specialists  
600 5<sup>th</sup> Street NW  
Washington, DC 20001  
(202) 962-1177  
(202) 962-6085

If events will cause any disruption and/or delays in service, or blockage in and around WMATA’s property, please contact:

Supervisor/Events Coordinator for Special Events  
600 5th Street, NW  
Washington, DC 20001  
(202) 440-3319  
(202) 578-9791

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### Department of Energy and Environment

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#### Environmental Regulations for Special Events

*Below is a list of environmental regulations that apply to special events in the District. Other regulations may apply for activities that have additional environmental concerns, such as the use of hazardous materials.*

#### **Engine Anti-Idling Law**

With a few exceptions, motor vehicles powered by gasoline or diesel are not allowed to idle for more than three minutes while the vehicle is parked, stopped or standing. Any person or organization owning or operating a vehicle seen violating this regulation will be issued a civil infraction ticket for \$1,000 for a first-time violation. Learn more at [doee.dc.gov/service/engine-anti-idling-law](http://doee.dc.gov/service/engine-anti-idling-law)

#### **Anacostia River Clean Up and Protection Act ('Bag Law')**

The Bag Law requires all District businesses that sell food or alcohol to charge five cents for each disposable paper or plastic carryout bag — whether or not food or alcohol products are purchased in the store. Learn more about and find guidance on how to implement the Bag Law at [doee.dc.gov/bags](http://doee.dc.gov/bags)

#### **Food Service Ware Regulations ('Foam Ban')**



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

The Sustainable DC Omnibus Amendment Act of 2014 bans the use of food service products made of expanded polystyrene, commonly known as foam or Styrofoam™, by all District businesses and organizations that serve food. Effective January 1, 2017, businesses and organizations that sell or serve food or beverages in the District must only use recyclable or compostable food service products. Mixed materials, such as paper bags with a plastic window and foil sandwich wraps with a paper lining, are banned from use (Appendix A). Learn more at [doee.dc.gov/foodserviceaware](http://doee.dc.gov/foodserviceaware)

Effective January 1, 2019, District Businesses and organizations that serve or sell food or beverages must use BPI certified and/or reusable paper bamboo straw or stainless steel, glass PLS etc. straws and stirrers when serving customers in addition to the existing recyclable and compostable requirements for food service ware.

### **Non-Storm water Discharges**

Under the DC Water Pollution Control Act and the federal Clean Water Act, the discharge of pollutants to the storm water sewer system is prohibited. Any substance with the potential to alter water quality is considered a pollutant, including: wash water, grey water, oils, dirt, litter, and even chemicals in drinking water like chlorine that may be harmful to fish and other living organisms. No amounts of any of these substances may be disposed of or washed into a storm drain, and accidental releases must be minimized. Special events with the potential to discharge pollutants should take steps to prevent and respond to spills and should call 911 if pollutants get into a storm drain. Learn more at [doee.dc.gov/service/water-quality-regulations](http://doee.dc.gov/service/water-quality-regulations)

### **Recycling and Zero Waste Event Guide**

Incorporating waste minimization practices into events has positive environmental, social, and financial impacts. The Special Event Waste Diversion Amendment Act of 2014 requires permit applicants to develop a recycling plan for events with more than 100 attendees. Going beyond recycling to include reducing waste at the source and waste diversion, such as composting and food recovery, can help organizers attract attendees and align with the values of event participants who seek to reduce their environmental footprint. The Department of Energy and Environment has developed a Zero Waste Guide. The guide provides a helpful checklist for planning zero waste events and directories of local vendors to support zero waste efforts. Learn more at: [zerowaste.dc.gov](http://zerowaste.dc.gov)

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# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Schedule of Fees

Special event organizers shall be responsible for the costs of services, as determined by the agencies, incurred by the city for administering the special event at the rates and costs including, but not limited to those listed herein. **Rates and payment timelines are subject to change. Additional rates may apply. All fees are to be paid directly to the billing agencies within the timeline established by each respective agency.**

#### Department of Consumer and Regulatory Affairs

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Special Event User Fee, which covers the cost of services provided for the following categories of the Department of Consumer and Regulatory Affairs for monitoring health and food practices, safety conditions, and alcoholic beverage control at special events, including sanitarians, building inspectors, electrical inspectors, plumbing inspectors, and licensing investigators:

<i>Rate per employee, per hour (for a minimum of 4 hours)</i>	<i>\$ 54.35</i>
<i>Special Events License Cost, per day</i>	<i>\$330.00</i>
<i>Expediting Fee (for applications submitted 15 – 29 days before event)</i>	<i>\$100.00</i>
<i>Expediting Fee (for applications submitted 14 or fewer days before event)</i>	<i>\$200.00</i>

#### Metropolitan Police Department

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Special Event User Fee, which covers the cost of police services for special events:

<i>Rate per officer, per hour*</i>	<i>\$ 71.52</i>
------------------------------------	-----------------

MPD requires payment within five (5) days of receipt of invoice.

Scheduled MPD services will include a minimum of (30) minutes for Roll Call Briefing and at least (30) minutes for Check Off/Return of Required Equipment.

On Duty staffing cannot be used to account for staffing your special event. All police coverage is at the expense of the event organizer. Additionally, use of the Reserve Corps cannot be used to discount or replace required police coverage for your special event.

Special Event organizers are reminded that they are required to obtain ALL necessary permits from MPD with respect to processional events. A Parade Permit MUST be submitted before your special event coverage is finalized. No other City agency has the ability to permit a processional event. EG: 5K, marathon, parade, or walking type of event.

Special Event organizers are reminded that MPD is a LAW ENFORCEMENT agency and will not provide police services/coverage to any special event that has not met all regulatory requirements. Further, if a special event is found to be in violation of regulatory requirements, MPD MAY shutdown the special event. If this were to occur, the special event organizer is still subject to all City fees and reimbursements.



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

MPD will NOT provide any police coverage to a special event requiring street closures without the event first being presented to the Mayor's Special Event Task Group. MPD will not process any requests for police services for ANY event requiring street closures without proper MSETG approval.

MPD REQUIRES a special event organizer to finalize all police services for their special event within fifteen (15) days prior to their special event date.

\*Rate may be subject to a 3% increase each October 1.

### **Alcoholic Beverage Regulation Administration**

---

Special Event User Fee, which covers the cost of services provided by Alcoholic Beverage Regulation Administration investigators for monitoring the control, sale, service, and consumption of alcoholic beverages at special events:

*Rate per employee, per hour (for a minimum of 4 hours)* \$ 54.35

### **Department of Fire and Emergency Medical Services**

---

On -Site Permitting and monitoring, which covers the time required to perform an inspection of the site and/or the activities or equipment in use during the event that are to be inspected:

*Rate per Inspector, per hour (for a minimum of 4 hours)* \$ 65.00

On-Site Monitoring Fee, which covers monitoring of the special event to ensure the safety of the public:

*Rate per Inspector, per hour (for a minimum of 4 hours)* \$ 65.00

One Advanced Life Support Unit (includes two EMS providers and one supervisor):

*Cost per hour (for a minimum of 4 hours)* \$200.00

EMS bicycle teams and EMS ambulance carts (includes two EMS providers, and either two bicycles or one cart):

*Cost per hour (for a minimum of 4 hours)* \$130.00

Use of fire truck/boat, four to five firefighters and equipment for parades, festivals, and other special events:

*Cost per hour (for a minimum of 4 hours)* \$400.00

### **Department of Health – Food Safety and Hygiene Inspection Services Division**

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Food vendor inspection (one (1) inspector for every ten (10) vendors)

*Rate per inspector, per hour (for a minimum of 4 hours)* \$ 54.35



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Department of Public Works

---

Clean-up (pre and post), trash removal, which covers the cost of public space cleaning and trash removal:

<i>Rate per person per hour</i>	\$ 32.00
<i>Equipment per hour</i>	\$ 40.00
<i>Disposable trash bags, per case</i>	\$ 46.00
<i>Trash cans, per can</i>	\$ 5.50
<i>Recycle bin, per bin</i>	\$ 5.50
<i>Tonnage collection, per ton</i>	\$ 79.23

#### Towing Service

<i>Cost for minimum of 4 hours (includes 1 tow truck, 1 driver, 1 supervisor)</i>	\$581.64
<i>Additional Tow truck per hour</i>	\$ 83.22
<i>Additional driver per hour</i>	\$ 37.59
<i>Additional supervisor per hour</i>	\$ 38.75

DPW requires payment ten (10) days prior to the date of the event.

### Department of Transportation

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Note: A 10% Technology Fee will be added to all public space permit fees.

Flag Installation and Removal, which covers the cost of installation and removal of flags from city street light poles:

<i>Rate per person, per hour</i>	\$ 57.00
----------------------------------	----------

#### Traffic Control Officer Assistance:

<i>Rate per person, per hour</i>	\$ 50.00
<i>Rate per Supervisor, per hour</i>	\$ 66.00

Variable Message Boards, which covers labor to deliver, program, and rent per day:

<i>Rate per board and program, per day</i>	\$ 90.00
<i>Rate per relocated board and program, per day</i>	\$150.00

DDOT requires payment fourteen (14) days prior to the date of the event.



# Food Service Ware REQUIREMENTS

Enforcement Begins  
January 1,  
2018

Effective January 1, 2017, District businesses and organizations providing disposable products for prepared food must use recyclable or compostable materials when serving consumers.

Food items packaged outside of the District, products for home use, and containers for raw meat are not subject to these requirements. **Affected businesses and organizations include:**

- Restaurants & delis
- Grocery stores
- Hotels, motels & inns
- Cafeterias
- Caterers
- Hospitals
- Food trucks
- Street vendors
- Schools
- Faith-based organizations
- Other groups that serve food
- Coffee Shops and Cafés



## Compliant Compostable and Recyclable Items

Products made solely of rigid plastic, made of pulp or paper with or without a plastic or wax coating or certified compostable by the Biodegradable Products Institute ([products.bpiworld.org](http://products.bpiworld.org)) are considered compliant.



## Items to Throw In the Trash

Items smaller than two (2) inches in two dimensions, heavily food-soiled items, plastic bags, and plastic wraps should be thrown in the trash to avoid recycling contamination.\*



\*Private waste and recycling programs may accept these items. Ask for details.



## Items Banned and Enforced by the District

Mixed material products, including paper bags with plastic windows and foil-lined deli paper wraps are **BANNED**. Since 2016, expanded polystyrene foam containers are also **BANNED**.



For more information on compliant products and District food service ware requirements, please visit [doee.dc.gov/foodserviceware](http://doee.dc.gov/foodserviceware)





April 29, 2019

**Washington Metropolitan Area Transit Authority (WMATA)** is requesting that “*Detour Notices*” be placed on the Metrobus stops that are impacted by Special Events that take place in Washington, DC and the neighboring jurisdictions (MD/VA). As a part of WMATA’s continuing effort to provide “*Excellent Customer Service*” to our patrons and to provide clarity to the customers on exactly where to board and alight their bus. WMATA’s Planning Department has committed to printing and providing the appropriate signs along with zip ties to secure at every Bus Stop affected by the event. The Planning Department is located within the **Jackson Graham Building** located at **600 5th Street, NW, Washington, DC 20001**. Special Event Organizers will coordinate and schedule a time that is appropriate for both the organizers and the following persons listed below.

**POINT OF CONTACTS:**

**Bryant K. McClary**

Bus Operations Specialist  
The Office of Bus Planning  
Office-202-962-1177  
[bkmclary@wmata.com](mailto:bkmclary@wmata.com)

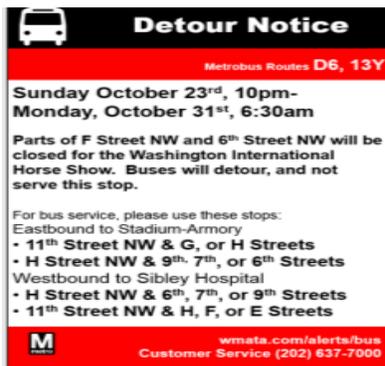
**Jamie Ira Cepler**

Bus Operations Specialist  
The Office of Bus Planning  
Office: 202-962-6085  
[JCepler@wmata.com](mailto:JCepler@wmata.com)

**SIGNAGE:**

**Signs will include the following information:**

- Date/Time of the Event
- Street Closures
- Alternate Boarding Location



**Frequently Asked Questions:**

- |   |   |
|---|---|
| - How soon can the signs be retrieved before the event? | <b>Upon Notification from “Bus Planning” (listed above)</b> |
| - How soon are they allowed to start posting the signs? | <b>During the week of the event</b>                         |
| - Who is responsible for taking the signs down?         | <b>Event Organizers within 24 hours after the event</b>     |

**WMATA SPECIAL EVENT CONTACTS:**

**Tessee B. AnnaMarie May**

Supervisor, Transit Field Operations | Special Events  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)  
BOCC-BTRA-Northern Division  
(202) 962-1085 (office)  
(202) 440-3319 (work)  
[tbmay@wmata.com](mailto:tbmay@wmata.com) (email)

**Lashell M. Thornton**

Supervisor, Transit Field Operations | Special Events  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)  
BOCC-BTRA-Northern Division  
(202) 962-1085 (office)  
(202) 578-9791 (work)  
[lmthornton@wmata.com](mailto:lmthornton@wmata.com) (email)

Q58a Part 4



DISTRICT OF COLUMBIA

MAYOR'S SPECIAL EVENTS TASK GROUP



SPECIAL EVENTS

*2021 Edition*

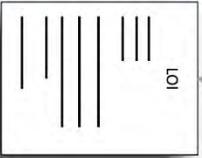
PLANNING GUIDE

Need to close a District roadway for a special event?  
**FOLLOW THESE STEPS**

**READ**  
 the MSETG Planning Guide for details on the agencies' requirements and processes



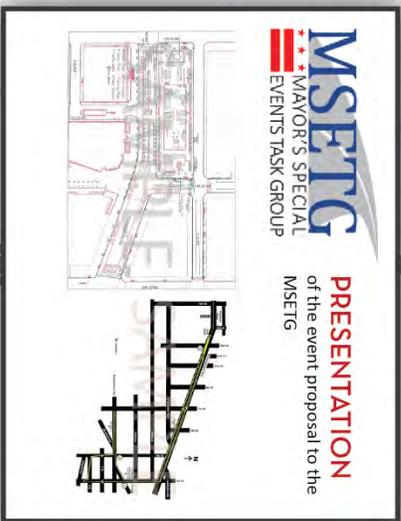
**SUBMIT**  
 a Letter of Intent (LOI) for presentation of event proposal to the MSETG no later than **180 days** prior to the proposed event date



**RECEIVE**  
 an MSETG confirmation email detailing the presentation requirements



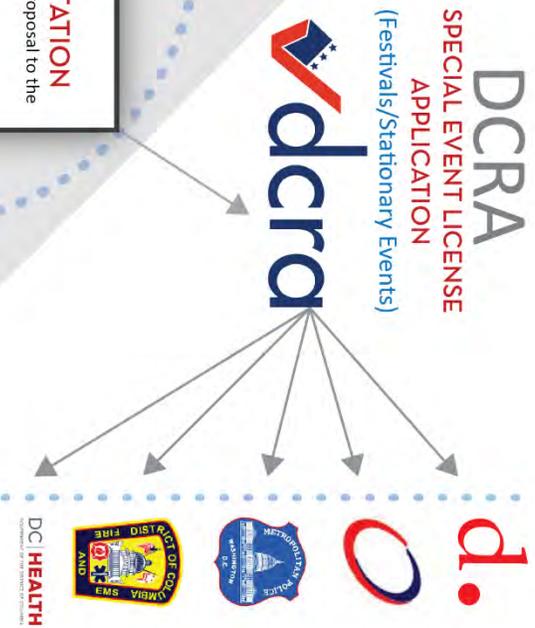
facilitates preliminary review of MSETG presentation requests



**DCRA**  
**SPECIAL EVENT LICENSE APPLICATION**  
 (Festivals/Stationary Events)



**MPPD**  
**PARADE PERMIT APPLICATION**  
 (Processional Events)





# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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# MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

## CORONAVIRUS 2019 (COVID-19) GUIDANCE FOR MASS GATHERINGS

The District of Columbia follows Coronavirus guidance provided by DC Health (Appendix C) and the Center for Disease Control (CDC). Please visit [coronavirus.dc.gov](https://coronavirus.dc.gov) and [cdc.gov](https://cdc.gov) for regulatory information and mass gathering guidance when planning a special event.

Effective Thursday, December 17, 2020, the District issued Mayor's Order 2020-126 (Appendix D) which is in effect through December 31, 2020, or until the date to which the COVID-19 public emergency and public health emergency are extended, whichever is later.

## UPDATED TRAVEL ADVISORY

People who are **visiting DC** need to:

- ✓ **Get tested before they travel to the District** - within 72 hours of traveling. If they test positive, they should not travel.
- ✓ Visitors should also **not come to DC if they are a close contact** of a confirmed case.
- ✓ And if a person is visiting DC for more than three days, they also need to **get tested again within 3-5 days of arrival**. (Visitors can get free testing at one of the public testing sites.)

**DC residents returning to the District after traveling to any place other than Maryland, Virginia, or a low-risk state or country must either:**

- ✓ Limit daily activities and self-monitor for 14 days upon their return; or
- ✓ Limit daily activities until they get tested for COVID-19 (within 3-5 days after their return) and receive a negative result.

[CORONAVIRUS.DC.GOV](https://coronavirus.dc.gov)



**DC HEALTH**  
GOVERNMENT OF THE DISTRICT OF COLUMBIA

GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**DC MURIEL BOWSER, MAYOR**



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### INTRODUCTION

As the nation's capital, Washington, D.C. hosts numerous special events that reflect the city's diverse and rich heritage while contributing to the spirit and vitality of the city. The Government of the District of Columbia provides essential municipal services in support of special events to ensure events occurring on public space in the District of Columbia are conducted in a manner that protects public health and safety. Coordinating the city's public safety planning efforts for events requiring interagency coordination is the responsibility of the Mayor's Special Events Task Group (MSETG). The MSETG is responsible for providing interagency reviews and assessments of the operational, public safety and logistical components of proposals for special events.

#### **Special Event Definition**

For the purpose of this guide, a special event is considered to be, although not limited to, a parade, walk, run, bike ride, procession (excluding First Amendment, wedding and funeral processions), or festival requiring interagency coordination for the temporary use of public roadways under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including sidewalks and parks, for activities of a recreational, entertainment, amusement, educational, or civic nature not solely conducted for vending, marketing or commercial purposes, and subject to the special event user fees for permits and licenses to cover the costs to the District for providing public services and personnel necessary to protect public health and safety.

Activities protected by the First Amendment to the United States Constitution, including assemblages organized to consult for the common good, petition the government, exercise worship or religion, or demonstrate as a public display of sentiment for or against a person or cause for the purposes of speech making or address do not require the approval of the MSETG. Organizers of First Amendment activities should contact the Special Operations Division of the Metropolitan Police Department on (202) 671-6522.

#### **MSETG Participating Agencies**

Homeland Security and Emergency Management Agency	National Park Service
Department of Fire and Emergency Medical Services	U.S. Capitol Police
District Department of Transportation	National Gallery of Arts
Department of Health	Metropolitan Police Department
Executive Office of the Mayor	Department of Public Works
DC Water	Department of Consumer and Regulatory Affairs
Office of Motion Pictures and Television Development	Department of Parks and Recreation
Washington Metropolitan Area Transit Authority	Office of Tax and Revenue
Events DC	Alcoholic Beverage Regulation Administration
U.S. Park Police	Smithsonian Institute
U.S. Department of Homeland Security – Federal Protective Service	Department of General Services
Office of Risk Management	District of Columbia National Guard



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### MSETG PLANNING REQUIREMENTS

#### **Presentation Process**

The MSETG meets to review presentations of proposed events the second and fourth Monday of each month, except on government holidays. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. It should be noted that the applicable permit-granting agencies have the final authority for establishing and ensuring compliance with requirements relative to any activities under their respective jurisdictional authority. Presentation requests in the form of a Letter of Intent (LOI) must be received no less than **ONE HUNDRED EIGHTY (180) DAYS** prior to the date of the event and are processed up to one year prior to the proposed date of the event. The LOI should be addressed to D.C. Mayor's Special Events Task Group; 2720 Martin Luther King, Jr. Avenue SE, 2<sup>nd</sup> Floor; Washington DC 20032. The LOI may be submitted to [dc.msetg@dc.gov](mailto:dc.msetg@dc.gov).

The LOI must minimally contain the following information in a single 1-3 page document:

- Name/title of the proposed event
- Organizer/sponsor of the proposed event
- Purpose/intent of the proposed event
- Proposed date(s) of the event
- Beginning and ending times of the proposed event
- Proposed location/route (street closure narrative and map) of the event
- Proposed street closures (include streets to be closed as well as closing and reopening times)
- Primary Contact person (include telephone number and email address)
- Event organization telephone number and website for public notice
- Expected number of attendees/participants

The MSETG is not required to act upon an incomplete LOI. An organizer submitting an incomplete LOI will not be granted a presentation and will not have administrative recourse rights to a presentation if the required information as set forth herein is not provided. It is therefore important to provide all required information and documentation in a timely manner throughout the review process.

Once the LOI has been received by the MSETG, the organizer of the event will be contacted for the purpose of scheduling a date for a presentation to the MSETG. The presentation of the event to the MSETG should minimally include the following:

- Purpose of the event
- Proposed date of the event
- Proposed location/route (include detailed narrative and map of route for processional events)
- Proposed beginning and ending times of the event
- Street closure requests (must include specific block(s) to be closed with names of intersecting streets)
- Street closure timelines (must include times for set-up and breakdown of event)
- Set-up and dismantling timelines
- Street closure controls (i.e. security vehicle, water barriers, etc.)
- All structure and temporary structures in and around event footprint
- Fire hydrant locations (maintain 3 feet clearance on all sides of hydrant)
- Streets and roadways bordering event



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

- ❑ Detailed event plan with activity/programmatic timelines
- ❑ Detailed diagram of entire event set-up (each street closure must include an unobstructed 20 feet emergency access lane, stages, tents, equipment, fencing, etc.)
- ❑ Key/legend indicating all elements of sitemap
- ❑ Information relative to any staging or equipment set-up on public space
- ❑ Expected number of attendees
- ❑ Ward(s) hosting event
- ❑ Expected Dignitaries/VIPs
- ❑ Contact information for event organizer
- ❑ Telephone number and website for public information

The MSETG meeting confirmation will provide additional detailed presentation package requirements.

### Site Plan/Route Map

The required site plan and/or route map (see samples on page 7 labeled as figure 1 and figure 2, respectively) must be included with the presentation package to provide a visual representation of all the infrastructure and operational event elements of the proposal.

The final permits issued by the District will only be valid for the venue areas and event elements described in the presentation, site plan, and/or route map and approved by the MSETG. Modifications requested may be required during the review process and will be incorporated in the final permits. Following are guidelines to assist in the development of the site plan or route map:

It is the responsibility of the event organizer to provide a legible site plan sized to scale to the MSETG for review of an event. The site plan must minimally include the following:

- ❑ An outline of the entire event venue including the names of the street or areas that are part of the venue and the surrounding area.
- ❑ If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
- ❑ The location of fencing, carriers, and/or barricades. Indicate any removable fencing for emergency access.
- ❑ The provision of a minimum twenty (20') feet emergency access lane throughout the venue.
- ❑ The location of first aid facilities and ambulances.
- ❑ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and any other temporary structures.
- ❑ The booth identification of all vendors cooking with flammable gases or barbecue grills.
- ❑ Generator locations and/or sources of electricity.
- ❑ Placement of vehicles and/or trailers.
- ❑ Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- ❑ Identification of all event components that meet accessibility standards.
- ❑ The location of all fire hydrants.
- ❑ Other related event components not listed above.
- ❑ Site plan key containing defined symbols for the information listed above.

# MAYOR'S SPECIAL EVENTS TASK GROUP Special Events Planning Guide

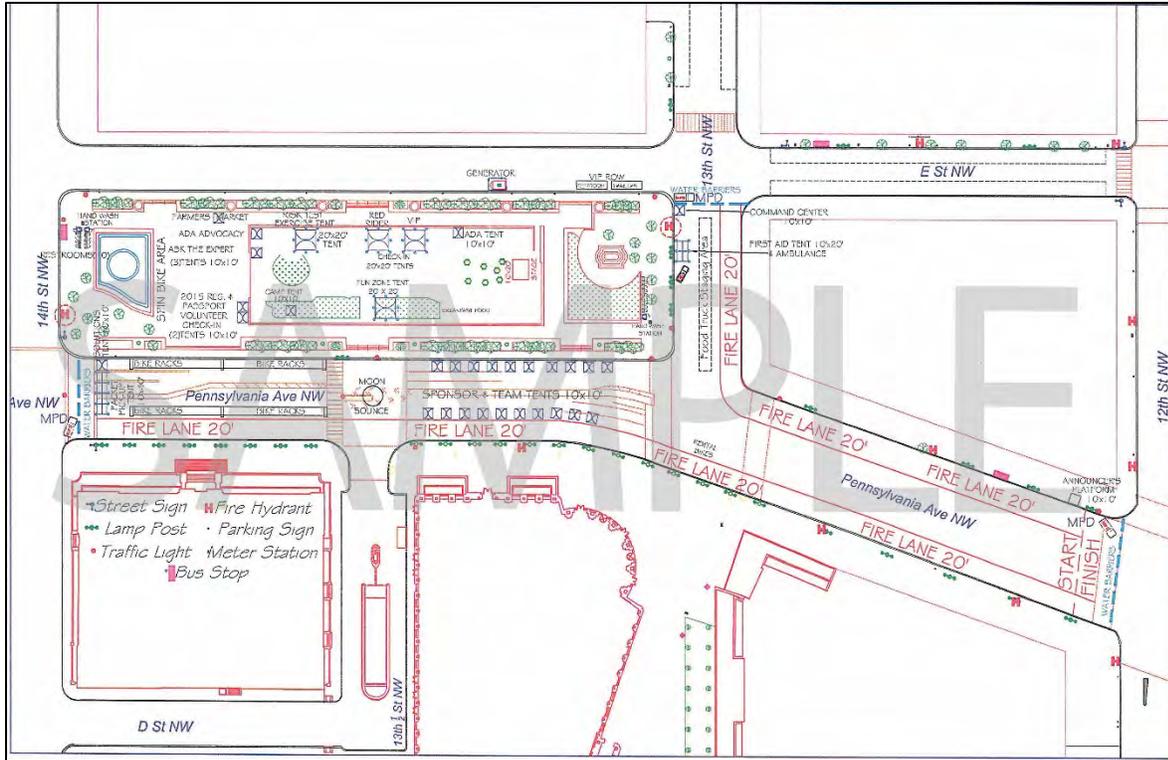


Figure 1

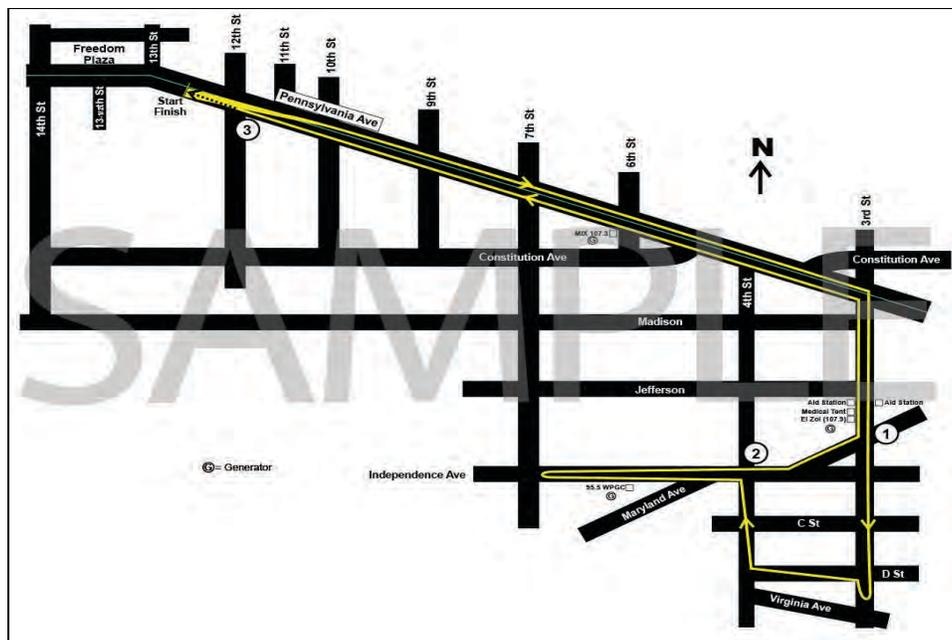


Figure 2



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

Thirty-five (35) hard copies of the presentation must be submitted to the MSETG no later than the Wednesday before the scheduled presentation date. The organizer will be required to give a brief presentation and upon completion, a roundtable discussion will begin to include, but not limited to the following subjects:

- Venue Design/Site Plan
- Event Timeline
- Event Components (i.e., music, exhibits, etc.)
- Set-up and Dismantle Plan
- VIP/Dignitary Plan
- Alcohol Management
- Food Concessions
- Parking/Transportation
- Environmental Impact Issues
- Recycling/Trash Plan
- Insurance Requirements
- Traffic Control Plan
- Americans with Disabilities (ADA) Compliance
- Community Support/Issues
- Health and Medical Plan
- Additional Required Permits/Approvals

Subsequent to the presentation, the organizer is advised of the MSETG's decision and provided a checklist of next steps for permitting and licensure requirements with the relevant agencies' representatives based on information provided during the meeting with the MSETG. In determining whether to grant or deny an event proposal, the MSETG will minimally consider the potential community impact of the event, as well as the effect the proposed event will have on the health and safety of the public, the environment, transportation management, conflicts with previously scheduled events, and the required manpower and resources of the city. The MSETG's approval of an event proposal is contingent on the support of the affected communities and the organizer's compliance with all terms, conditions, and provisions of current District and Federal agencies' rules, laws, regulations, codes, and public safety requirements.

The MSETG's approval of an event does not presume to give authority to violate or cancel the public safety requirements of any District or Federal agency, or the provisions of any District or Federal law, regulation, or code governing the use of public property. It is the responsibility of event organizers to comply with the public safety requirements of District and Federal agencies, and all applicable District and Federal laws, regulations, and codes in cooperation with District and Federal agencies. All terms, conditions and provisions of current District and Federal laws, regulations, and codes, shall remain in full force and effect.

Failure to comply with District and Federal laws, regulations, and codes, as well as failure to adhere to the requirements, guidelines and procedures of any District, Federal, or member agency of the MSETG may result in denial, suspension, or revocation of licenses and permits, or summary termination of the event.

The District of Columbia reserves the right to make changes to any of the subjects included herein.

### **General Requirements**

The MSETG has been established to ensure that any changes, restrictions, or adaptations to public roadways, resulting from a special event are managed in a safe and prudent manner in order to protect public health, safety, and welfare, and to ensure minimal impact on the public and citizens of the District of Columbia. It is the responsibility of the event organizer to comply with the requirements of the MSETG and the member agencies of the MSETG, in addition to the following minimum general requirements:

- Acquire adequate financing to conduct the event.
- Submit Letter of Intent to the MSETG at least 180 days prior to the planned date of the event.
- Secure conditional approval of the MSETG.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

- ❑ Secure all necessary contracts, permits, and licenses required to conduct the event.
- ❑ Acquire necessary public liability insurance coverage and/or bonding required for the event, with minimal coverage as outlined under the *Public Space Occupancy Permits* section of this guide.
- ❑ Ensure that all streets are accessible to emergency vehicles and equipment at all times via a minimum 20 foot dedicated and unobstructed emergency lane, and as may be further determined by the Department of Fire and Emergency Medical Services.
- ❑ Ensure that event site plan is designed and implemented in a manner that does not allow the traversing of vehicular traffic (except as approved for parades) through the site of the event, and in compliance with requirements of the Metropolitan Police Department.
- ❑ Conduct the event in accordance with appropriate and relevant District and Federal laws, regulations, codes, and guidelines.

### **Event Scheduling**

The MSETG maintains a schedule of special events on an annual basis. All new requests for event dates must be submitted in writing to the MSETG, and are processed on a *first-come, first-served* basis up to one year in advance. The MSETG processes numerous annual and traditional/long-established special events, such as the National Barbecue Battle, Taste of DC, H Street Festival, Rock 'n' Roll Marathon, etc. on a yearly basis. The MSETG will not process events for sites and dates affected by established annual events. Once an annual event is cancelled or rescheduled, the established date becomes available on a *first-come, first-served* basis.

### **Community Impact**

Event organizers are required to meet with representatives of the communities affected by the event as noted herein in an effort to determine the impact of the event on their respective communities and develop mitigation strategies addressing the concerns of those communities. Event organizers of processional events (i.e., walks, runs, bike rides, etc.) are required to present proposals approved by the MSETG to the applicable Advisory Neighborhood Commissions (ANCs). In order to ensure that great weight is given to the ANCs relative to the community impact of the routes, event organizers are required to provide the MSETG with documentation of the position of the ANCs on the route traversing their respective ANCs. The community consent requirement for stationary events requiring a special event license (i.e., street festivals) is seventy-five percent (75%) approval of the residential/business establishments within a 300-foot radius of the site of the event. Event organizers must present the required signatures to the Department of Consumer and Regulatory Affairs.

### **General Considerations**

In developing a plan for a special event, several factors should be considered by the event organizer. In addition to the scope of the event, community impact, municipal support and public safety requirements, general planning considerations should include, but not be limited to the following factors in planning for a safe and successful event.

#### **Weather**

Washington, D.C. is subject to hot, humid weather from May 30 through October 15. Thunderstorms and rain showers are frequent in the summer months. Cold weather may set in as early as the middle of November and continue through April. Cold rains and snowfalls are also prevalent during this period. The MSETG strongly urges special event organizers to consider weather conditions carefully. Hot, humid weather can produce health hazards to participants in outdoor events. The effects of heat and humidity are cumulative, and careful planning should



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

include some analysis of the probable impact of exposure to weather conditions. Cold weather also requires adequate protection from the elements.

### **Composition of the Expected Crowd**

Elderly citizens and small children require adequate planning, particularly if lengthy marches are part of the event. Organizers should make provisions for those who will have difficulty walking long distances. Event organizers are responsible for providing adequate water supply, sanitary facilities, and portable restrooms (1 for every 300 persons with a minimum of 10% being ADA compliant) to meet sanitation requirements. Food provisions should be considered as well, especially if the time period of the event is lengthy. Please keep in mind that persons from outside the District are often unfamiliar with local resources and services.

### **Bus Parking and Transportation**

Large events involving many buses require active liaison efforts with the Metropolitan Police Department, the District Department of Transportation, and the Washington Metropolitan Area Transit Authority to ensure adequate parking areas, bus identification, and drop-off/pick-up points are well planned and coordinated.

### **Lost and Found Service**

Event organizers should exercise special care to provide well identified signs, announcement by public address systems or pre-event handouts that clearly designate such services. In setting up a lost and found service, it is important for event organizers to assign individuals who will remain at the lost and found area until the event is fully terminated.

### **Communications Systems**

Communications systems may include portable radios, cellular telephones, and adequate public address systems. Use of such equipment is dependent upon crowd size, routes, and geographical terrain. It is required that a large event (over 10,000 people) include provisions for a clearly identified logistical command post with an effective communications system.

### **Stages**

For large crowds, it is essential that staging be of sufficient height and visibility to project the activities to the crowd adequately. Security for the stage should be carefully planned. For large activities, snow fencing should be considered for stage security. In setting up the stage, always leave a well identified emergency access route. Although problems of crowd control are not expected, such a route is especially important when emergency medical care is needed by participants near the front of the crowd.

### **Emergency Medical Services/First Aid**

On-site, trained, professional and licensed personnel allow event organizers to be proactive when it comes to providing immediate emergency medical assistance.

### **Crowd Control**

Adequate training of event marshals/personnel and the use of fencing equipment are measures to consider in the management of crowds.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Metrorail Service

Special schedules are operated on weekends and holidays. Metrobuses may need to be re-routed or Metrorail service may need to be supplemented in order to facilitate certain events.

### ADA Compliance

Events are required to meet the American with Disabilities Act (ADA) standards for accessibility. Site plans should depict ADA elements, including, but not limited to, ADA-compliant portable toilets, accessible paths of travel, etc. The minimum required number of accessible portable toilets is 20% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible.

### Community Outreach

Event organizers that would like to request agency community outreach participation shall refer to the agencies specific guidelines. Respective guidelines for MSETG agencies community outreach request can be found in the links below:

Fire and Emergency Medical Services (FEMS)	<a href="https://fems.dc.gov/page/public-information-and-community-affairs">https://fems.dc.gov/page/public-information-and-community-affairs</a>
Homeland Security and Emergency Management Agency (HSEMA)	<a href="https://hsema.dc.gov/service/community-outreach-event-request-form">https://hsema.dc.gov/service/community-outreach-event-request-form</a>
Department of Public Works (DPW)	<a href="https://dpw.dc.gov/node/416282">https://dpw.dc.gov/node/416282</a>
District Department of Transportation (DDOT)	<a href="https://dcforms.dc.gov/webform/meeting-request-form-advisory-neighborhood-commissions-or-other-community-groups">https://dcforms.dc.gov/webform/meeting-request-form-advisory-neighborhood-commissions-or-other-community-groups</a>
DC Health	Event organizers may call the Office of Communications and Community Relations at 202-442-9897 to request the Community Outreach Event Request Form (Appendix B). All requests must be provided at least one (1) month in advance of the event.

### Prohibited Closures

Closures of alleyways and bridges for the production of stationary events (festivals, dinners, concerts, etc.) are not authorized and do not meet public safety and traffic management requirements, and therefore will not be considered by MSETG. Also, as a public safety measure, curb-to-curb street closures are required in order to prohibit vehicular traffic traversing adjacent to special event sites. Therefore, proposals requesting partial street closures, only closing one side of a roadway, will not be considered by the MSETG.



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### **Portable Toilets**

The MSETG requires that one (1) portable restroom be available for every three hundred (300) guests. 20% of the total portable restrooms must be ADA compliant but in no event less than one for each location. If a single unit is placed, it must be accessible.

### **Public Disclosure Information**

The District recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of events on the surrounding areas. In this regard, the following information provided in your event proposal, special event application/permit, and any supporting documents included therein are subject to public disclosure:

- Event Title
- Event Summary
- Name and Contact Information for Event Organizer(s)
- Event Website Address
- Dates and Times of the Event
- Location of the Event
- Projected Attendance/Participants
- Participation/Attendance Fee(s)
- Additional Public Contacts
- Community Outreach Efforts

In addition, the final permit issued by the District and any invoices for District services as well as other rates/fees charged by the District and documentation regarding payments made to the District in connection with a special event are subject to public disclosure.

### **Special Event Calendar**

The Special Events Division of the Homeland Security and Emergency Management Agency (HSEMA) maintains the MSETG's Calendar of Special Events which details the events approved by the MSETG. Information contained in the LOI, presentation package, and/or special event application/permit will be used in developing the MSETG Calendar of Special Events. The calendar may be accessed at [www.hsema.dc.gov/service/special-events](http://www.hsema.dc.gov/service/special-events).

Events are added to the calendar as they are approved by the MSETG.

### **After-Action Reporting**

The submission of After-Action Reports by event organizers and relevant agencies will be used as a method of documenting key successes and determining areas of improvement for future planned productions of events. Event organizers will be provided with an After-Action Report template subsequent to receiving the conditional approval of the MSETG.



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## Special Events Planning Guide

### Insurance Requirements

The Event Organizer shall procure and maintain, during the entire period of performance under the approved license or permit, the types of insurance specified below. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED BELOW WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

If the requested license or permit is approved by either Metropolitan Police Department (MPD) or Department of Consumer and Regulatory Affairs (DCRA), then the Event Organizer shall have its insurance broker or insurance company submit a Certificate of Insurance to the appropriate agency responsible for reviewing and approving the license or permit which would be either MPD or DCRA giving evidence of the required coverage prior to commencing any activity in connection with the requested license or permit. In no event shall any activity be performed until the required Certificates of Insurance, signed by an authorized representative of the insurer(s) have been provided to, and accepted by, either MPD or DCRA. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the activity is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Event Organizer shall require all of its event vendors to carry the same insurance required herein. The Event Organizer shall ensure that all policies provide that either MPD or DCRA shall be given written notice within a reasonable period of time in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Event Organizer shall provide either MPD or DCRA with ten (10) days prior written notice in the event of non-payment of premium.

<b>MINIMUM INSURANCE REQUIREMENTS</b>
<b>BASIC COVERAGES</b>
<p><b><i>Commercial General Liability:</i></b>            Per Occurrence: \$1,000,000            Aggregate: \$2,000,000            Products and Completed Operations: \$2,000,000            Personal/Advertising Injury: \$1,000,000</p>
<p><b><i>Automobile Liability:</i></b> \$1,000,000 per occurrence</p>
<p><b><i>Workers' Compensation:</i></b>            See applicable statute for jurisdictional requirement  <b>Employers' liability:</b>            Each Accident: \$500,000            Employee Disease: \$500,000            Disease-Policy Limit: \$500,000</p>



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<b>MINIMUM INSURANCE REQUIREMENTS</b>
<b>MOST COMMON ADDITIONAL COVERAGES:</b> Requirements to be determined depending on individual contract
<i>Auto Physical Damage Insurance: TBD</i>
<i>Cyber Liability Insurance: \$1,000,000+</i>
<i>Employment Practices Liability:</i> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<i>Environmental Liability:</i> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<i>Installation Floater: TBD</i>
<i>Liquor Liability Insurance: \$1, 000,000</i>
<i>Professional Liability (E&amp;O):</i> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<i>Sexual Abuse &amp; Molestation</i> Per Occurrence: \$1,000,000+ Aggregate: \$1,000,000+
<i>Umbrella or Excess Liability:</i> \$2,000,000 to 5,000,000+
<i>3rd Party Crime Insurance:</i> Per Occurrence for Each Wrongful Act: \$50,000 +
<b>Note:</b>
<ol style="list-style-type: none"> <li>1. Insurance carrier must have an A.M. Best Company rating of A / VIII or higher.</li> <li>2. The Contractor shall require all of its subcontractors to carry the same insurance required herein.</li> <li>3. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation.</li> </ol>



# MAYOR'S SPECIAL EVENTS TASK GROUP

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### AGENCY-SPECIFIC REQUIREMENTS

In addition to the MSETG presentation requirements, District and Federal agencies have separate agency-specific requirements that must be met in order to conduct a Special Event in the District of Columbia.

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#### Department of Consumer and Regulatory Affairs

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##### Special Event License

DCRA requires organizers of all non-processional special events produced on public space to obtain a Special Event License. A Special Event Application/Questionnaire, available at [www.dkra.dc.gov](http://www.dkra.dc.gov), must be submitted at least thirty (30) days (sixty (60) days recommended) prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration  
Special Events and Vending Coordinator  
1100 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 442-4310

The requirements of the Department of Consumer and Regulatory Affairs for the issuance of a Special Event License include, but are not limited to:

- ❑ A completed *Special Event Application/Questionnaire* (available at [www.dkra.dc.gov](http://www.dkra.dc.gov)).
- ❑ Liability insurance from an insurance company, as specified by the Department of Consumer and Regulatory Affairs and the Public Space Regulation Administration of the Department of Transportation.
- ❑ Clean Hands Certification
- ❑ Good Standing Certification
- ❑ A description of the event, the location, date and time of the event, date and time of completion the construction and set-up of sales booths, equipment, amusement equipment, etc. The event site will be inspected and must be approved by inspectors of the Department of Consumer and Regulatory Affairs.
- ❑ A consent list of 75% of the resident housekeepers and occupants of business and other establishments within a distance of 300 feet from the perimeter of the location where the event is to take place, and as specified by the Department of Consumer and Regulatory Affairs. The signatures of building managers/owners will be accepted for multi-unit buildings.
- ❑ An electrical permit, if any electrical apparatus, including but not limited to sound equipment, will be used as part of the event. Only a D.C. licensed and bonded electrical contractor can obtain this permit.
- ❑ A construction permit, if the set-up will include construction of a tent, stands or booths, stages, etc., as specified by the Department of Consumer and Regulatory Affairs.
- ❑ A copy of the event site plan.



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### **Special Event Permit Application for Temporary Structures**

DCRA also requires the submission of a Special Event Permit Application for any Special Event utilizing temporary structures, such as tents, stages, fences, bleachers, etc. This Application is available at [www.dkra.dc.gov](http://www.dkra.dc.gov) and must be submitted thirty (30) days prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration  
Special Events and Vending Coordinator  
1100 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 442-4310

### **Corporate Registration License**

A corporation may sponsor an event in the District of Columbia. To do so, the corporation must be in good standing with the Business and Professional Licensing Administration – Corporations Division of the Department of Consumer and Regulatory Affairs. The Corporations Division of the Department of Consumer and Regulatory Affairs processes, examines, and certifies limited partnership and corporation documents for legality and adherence to statutory requirements. The division also provides standing certificates to verify the status of registered entities. Corporate forms can be processed through the internet via the DCRA's website at [www.dkra.dc.gov](http://www.dkra.dc.gov). Ten (10) working days are required to grant a corporation authority to operate. To apply for this type of registration and/or certificate, please contact:

Department of Consumer and Regulatory Affairs  
Business and Professional Licensing Administration/Corporations Division  
1100 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 442-4432, (202) 442-4523 (fax)

### **Electrical, Plumbing, Construction Permits**

Event organizers must obtain a permit for any type of electrical, plumbing, or construction work that needs to be performed from the Permit Processing Division of the Department of Consumer and Regulatory Affairs. To begin the permit application process, please contact:

Department of Consumer and Regulatory Affairs  
Permit Processing Division  
1100 4<sup>th</sup> Street SW  
Washington, DC 20024  
(202) 442-9455

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## **Metropolitan Police Department**

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### **Parade/Processional Event Permits**

Event organizers must obtain permits for parades, walks, runs, bike rides, marathons, and other processional events from the Special Operations Division of the Metropolitan Police Department. For purposes of this guide, a "parade" is any procession (with the exception of First Amendment activities) consisting of persons, animals, vehicles, or a combination of persons, animals, and vehicles traveling in unison and with a common purpose upon any public



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street, highway, or other public way, within the territorial jurisdiction of the Metropolitan Police Department, in a manner that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public. Parades, therefore, include although are not limited to walks, runs, bike rides, and marathons.

The requirements of the Metropolitan Police Department for the issuance of parade permits (excluding First Amendment activities) include, but are not limited to:

- ❑ Approval of the MSETG to conduct the event.
- ❑ Route approval with Traffic Control Plan from the District Department of Transportation.
- ❑ A completed application (available at [www.mpdc.dc.gov](http://www.mpdc.dc.gov)) filed at least 15 business days prior to the date of the event.
- ❑ Original signatures on the application. (Photocopies and facsimile copies will not be accepted.)
- ❑ The conduct of the parade will not substantially interrupt the safe and orderly movement of other vehicular and pedestrian traffic contiguous to its route.
- ❑ The conduct of the parade will not divert such numbers of police officers from their normal police duties that the city would be deprived of reasonable police protection.
- ❑ The concentration of persons, animals, and vehicles in the assembly and disbanding areas and along the parade route will not substantially interfere with the movement of police, fire ambulance, and other emergency vehicles on the streets.
- ❑ The parade is scheduled to move from its assembly location to its disbanding location expeditiously and without unreasonable delays en route.
- ❑ The parade will not substantially interfere with any other parade for which a permit has already been granted.
- ❑ The applicant has provided for the services of the number of parade monitors and police officers that the Metropolitan Police Department considers necessary to ensure that the parade will be conducted in conformity with the parade permit.
- ❑ The applicant has not materially misrepresented any facts of information set forth in the application for a parade permit.
- ❑ The applicant has furnished proof that, if the assembly of disbanding locations or the route of the parade, encroach upon, occupy, or traverse any area within the jurisdiction of the federal or local governments, permits or permission have been obtained from the appropriate authorities.
- ❑ The parade is not to be held for the sole purpose of advertising for private gain any product, merchandise, contest, or event.
- ❑ The parade does not endanger public safety.

### Street Closures

Street closures are routinely granted by the District of Columbia for special events. In order to ensure pedestrian and motor vehicle safety, street closures designed to split a festival/designated special event area or allow traffic to traverse between a separation of the festival/designated special event area(s) are considered a public safety hazard and will not be considered for approval.

In the interest of public safety and to prevent the intrusion of motor vehicles into areas designated for pedestrians and equipment (e.g. tables, tents, chairs, vendors, etc.), the Metropolitan Police Department requires that all event



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# Special Events Planning Guide

organizers completely barricade roadways with barriers capable of stopping an oncoming vehicle (e.g., Type III water-filled traffic barriers). The event organizer is fully responsible for the renting, insuring, transportation, installation, and removal of the barriers. The barriers are to be positioned in such a manner as directed by the Metropolitan Police Department and in compliance with District of Columbia Fire and EMS Department's requirements for an emergency access lane for emergency response and rescue vehicles. Should a special event be required to have Type III traffic barriers for street closures, and the organizer fails to supply those barriers, the Metropolitan Police Department will not implement any street closures for that special event irrespective of any permits being issued for that special event. Further, the special event will not be allowed to take place on the street surface.

Moving vehicles are not allowed in a closed venue area except when approved as part of a parade. If a stationary vehicle is part of the event plans for a closed venue, the keys must be removed from the vehicle until the event is over and it is safe to drive in the venue area. The presence of stationary vehicles within the venue must be indicated on the event site map when presented to the MSETG. Any planned usage of motorized carts to provide supplies and services within the venue must also be detailed in the event presentation package.

### **“Clear Route” Initiative and Heavy Blocking Vehicles**

If your special event is being hosted upon a District of Columbia public street and requires the street to be closed, all moving traffic shall be diverted according to the requirements of the District of Columbia Department of Transportation's (DDOT) Traffic Control Plan. In support of that Traffic Control Plan, the Washington D.C. Metropolitan Police Department (MPD) will then require the use of appropriate public safety measures that would prevent any other vehicles from entering the confines of the event area. Required measures may include, but are not limited to, the use of barriers, appropriate blocking vehicles, or both.

MPD will evaluate each special event site plan, route map, and other relevant event documents to determine the most appropriate safety measures that will be required before the event is permitted to take place.

Conditional Approval obtained through the MSETG is contingent upon each organizer fulfilling each agency's requirements for special events.

Additionally, all costs associated with these public safety requirements are the responsibility of the event organizer, and such costs should be factored into production costs prior to the actual event. Should MPD need to request "same day" public safety resources to fulfill these requirements, event organizers will be financially responsible for these services. Failing to satisfy the financial obligations incurred may preclude the event organizer from holding future special events.

In addition to the aforementioned public safety requirements, for every special event that is classified as a festival all parked vehicles shall be removed from the area where the festival/designated special event will occur prior to the start of the event. For every special event that is classified as a processional special event, such as a marathon or a parade, all vehicles must be removed from the route. The organizer must secure "Emergency No Parking" signage from the District of Columbia Department of Transportation at the organizer's expense, and the signage must be installed by the organizer within the required time frame for Emergency No Parking to take effect.



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The organizer shall remove vehicles in violation of the Emergency No Parking signage by employing the towing services of the District of Columbia Department of Public Works (DPW). The number of required Emergency No Parking signs and DPW tow vehicles will be contingent upon the size and scope of the special event. These requirements may require additional costs for event production.

### Reimbursable Detail Information

Should a special event take place on a recognized Federal or District Government Holiday, the Event Organizer **MAY** be invoiced at a higher rate due to required Holiday Pay overtime rates.

Additionally, the Metropolitan Police Department **MAY** invoice at a higher reimbursable rate for specialized assets (e.g., K9, Harbor Patrol, or Helicopter Unit) required for public safety during a special event.

The organizer is **FULLY** responsible for all expenses associated with services provided by the Metropolitan Police Department. Should the special event exceed the original Estimate for Police Services, the Event Organizer will be invoiced for any overage amount. This may occur if the Event Organizer fails to keep within permitted hours for cleanup and breakdown. The Metropolitan Police Department will maintain a public safety presence **ANY** time a portion of the Special Event remains active on the street, to include setup, breakdown, and cleanup activities.

Should an Event Organizer have **ANY** outstanding balances from any previous special events, the Metropolitan Police Department will not provide support to the special event being presented to the MSETG. Outstanding balances related to police services must be settled PRIOR to the MSETG presentation date. For example: If an Event Organizer has an outstanding balance from the previous year's special event, that balance must be settled before the current year's presentation; **OR**, should an Event Organizer that hosts multiple special events throughout the year, as long as the organizer has an outstanding balance for any prior special event within the same year, the balance must be settled prior to the current presentation to the MSETG.

To begin the permit application process and ensure that the requirements set forth by the Metropolitan Police Department are met, please contact:

Metropolitan Police Department - Special Operations Division  
2850 New York Avenue, NE  
Washington, DC 20002  
(202) 671-6522

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## Department of Transportation

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### Public Space Occupancy Permits

Applicants seeking a *Parade Permit* or *Special Event License* will need to obtain *Reserved* or *No Parking* signs and/or apply for a public space occupancy permit for any equipment, structures or fixtures associated with the event. Applicant must have received conditional approval from the MSETG and complied with the respective permitting and licensing requirements of MPD and/or DCRA. Please note that Reserved and No Parking signs must be posted at least 24 hours in advance in commercial areas and 72 hours in advance in residential areas.



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The requirements for the issuance of a public space occupancy permit include, but are not limited to:

- ❑ A completed application or submission into DDOT's online permitting system (available at [www.tops.ddot.dc.gov](http://www.tops.ddot.dc.gov)) at least (30) thirty days prior to the date of the event.
- ❑ A complete site plan to scale depicting the current public space and the location and dimensions of any and all proposed structures (e.g. stages, portable toilets, vendor booths).
- ❑ Traffic Control Plans (TCP) will be required with permit requests involving street closures and/or disruptions to the pedestrian/vehicular traffic flow.

For additional information regarding public space permits, please contact:

Department of Transportation  
Public Space Regulation Administration  
1100 4<sup>th</sup> Street, SW  
2<sup>nd</sup> Floor Permit Office  
Washington, DC 20024  
(202) 442-4670

### Traffic Control Plans

Traffic Control Plans are documented strategic safety plans on how pedestrian and vehicular traffic will be managed in and around a special event. Event organizers are required to submit a traffic control plan to the Department of Transportation that conforms to the Manual on Uniform Traffic Control Devices (MUTCD). Event organizers are responsible for the acquisition, installation and maintenance of traffic control devices as determined by the Department of Transportation. The event organizer shall remove all traffic control devices following the conclusion of the special event.

A traffic control plan must be submitted by the event organizer at least one month (30 calendar days) in advance of the event for approval by DDOT. Any missing or insufficient information will delay approval.

**APPROVAL:** When a Traffic Control Plan (TCP) is submitted as part of a public space application for a special event it will be reviewed by the Traffic Work Zone Group of PSRA Plan Review Division.

**INSPECTION:** DDOT reserves the right to periodically inspect special event areas in public space to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

**REVIEW:** TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements.



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To ensure requirements set forth by the District Department of Transportation are being met, please contact:

District Department of Transportation  
Public Space Regulation Administration  
1100 4th Street, SW  
2nd Floor Permit Office  
Washington, DC 20024  
(202) 442-4670

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### **Alcoholic Beverage Control Regulation Administration**

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#### **Temporary Alcoholic Beverage Control License**

If alcoholic beverages are planned to be provided at a Special Event, a Temporary Alcoholic Beverage Control License must be obtained. If there is a charitable beneficiary involved in the provision of alcoholic beverages, please include this information in the presentation to the MSETG. To begin the permit application process, please contact:

Alcoholic Beverage Control Regulation Administration  
2000 14<sup>th</sup> Street NW, Suite 400S  
Washington, DC 20009  
(202) 442-4423

There are two types of temporary licenses needed for selling, serving and consuming distributing alcoholic beverages:

- ❑ A class "F" license authorizes an individual or group to sell and serve beer and wine.
- ❑ A class "G" license authorizes an individual or group to sell and serve spirits, beer and wine.

In order to obtain a temporary Alcoholic Beverage Control License, you must file in person 14 days prior to the date of the event. The following documents must be submitted along with your application for an Alcohol Beverage Control License:

- ❑ A letter of authorization from the true and actual owner or designated agent of the property upon which the event is to take place, giving permission to sell alcoholic beverages:
- ❑ A completed FBI Stipulation Form LII-ABC-5, which must be notarized.
- ❑ A copy of the Special Event License.

When submitting an application for an Alcoholic Beverage Control License, the applicant or designee to manage the event must have a completed criminal history report (PD-70). This report can be obtained from the Metropolitan Police Department located at 300 Indiana Avenue, N.W., #3055, Washington, D.C.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### Office of Tax and Revenue

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#### Tax Registration License

Sponsors of special events are required to pay District of Columbia taxes on items sold, even if listed as nonprofit organizations. Tax-exempt organizations are not required to pay income taxes, but are required to pay all sales taxes. In cooperation with the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs provides registration services. To apply for this type of registration, please contact:

Office of Tax and Revenue  
1101 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 727-4829

#### Tax and Revenue Reporting Requirements

All events are subject to the following obligations and penalties mandated by the Office of Tax and Revenue:

- ❑ Event organizers shall submit to the Office of Tax and Revenue:
  - At least 30 days before the beginning of an event, a preliminary list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers; and
  - Within 10 days after the last day of an event, a final list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers, if not previously provided.
- ❑ Before the event, the event organizer shall provide to vendors and exhibitors such information regarding their District tax obligations, filing deadlines, and other such requirements as is supplied by the District after the preliminary list of vendors and exhibitors is submitted as noted herein.
- ❑ Event organizers shall provide access to officials of the Office of Tax and Revenue to the event premises and activities to monitor vendor and exhibitor sales.
  - An event organizer who fails to submit the preliminary vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$2,500.
  - An event organizer who fails to submit the final vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$10,000.

To ensure requirements set forth by the Office of Tax and Revenue are being met, please contact:

Office of Tax and Revenue  
1101 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 727-4829



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### Department of Fire and Emergency Medical Services

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#### Emergency Medical Services Requirements

The Department of Fire and EMS mandates that all streets remain accessible to emergency vehicles and equipment at all times via a minimum 20 ft. dedicated and unobstructed emergency lane, and/or as may be further determined by the Department of Fire and EMS.

An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services. It is imperative that normal emergency medical services operations for the city are not hindered by the staging of a special event. The Department of Fire and EMS (EMS Special Events Coordinator) as well as the Department of Health must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel. To ensure safety of persons attending a special event, the Emergency Medical Service provider (if services are not provided by the Department of Fire and EMS) must be able to initiate an Incident Action Plan (as required by the U.S. Department of Homeland Security) that is appropriate for the event. All events must have an Incident Action Plan on file with the Department of Fire and EMS. Additionally, the provider must have direct radio communications capability with the Department of Fire and EMS, local and applicable Federal law enforcement agencies, and the District of Columbia's Homeland Security and Emergency Management Agency. The following guideline, established according to the number of people anticipated at an event, will ensure that appropriate emergency medical coverage is provided throughout your event:

NOTE: Special high-activity events such as concerts, marathons, 5K and 10K races, as well as other events staged during periods of extreme temperatures, or potentially affecting a high number of special needs individuals (e.g., elderly or young children) will be required to obtain first aid and/or emergency medical services and other Fire/EMS assets as determined by the Department of Fire and EMS and the Department of Health.

To ensure requirements for the provision of first aid and/or emergency medical services are being met, please contact:

Department of Fire and Emergency Medical Services  
Emergency Medical Services – Special Events Coordinator  
1018 13<sup>th</sup> St NW 3<sup>rd</sup> Floor  
Washington, DC 20005  
(202) 673-3274

#### Vending Requirements

During event planning, provisions must be made by the event organizer to ensure food vendors/vending spaces and the merchandise vendors/vending spaces remain separate at all times while vending is taking place as required by the Office of the Fire Marshal of the Department of Fire and Emergency Medical Services. To ensure requirements set forth by the Office of the Fire Marshal are being met, please contact:

Department of Fire and Emergency Medical Services  
Office of the Fire Marshal  
1100 4<sup>th</sup> Street, SW, 2<sup>nd</sup> Floor (Permit Center)  
Washington, DC 20024  
(202) 727-1600



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Fireworks Display Permit

If an event includes any type of fireworks display, the event organizer must obtain permits for the use of fireworks from the Department of Fire and Emergency Medical Services – Office of the Fire Marshal. To begin the permit application process, please contact:

Department of Fire and Emergency Medical Services  
Office of the Fire Marshal  
1100 4<sup>th</sup> Street, SW, 2<sup>nd</sup> Floor (Permit Center)  
Washington, DC 20024  
(202) 727-1600

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### **DC Health**

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#### Food Safety and Hygiene Inspection Services Division

Successful ventures in food service at special events can be assured when diligently following the requirements as outlined in the DCMR Title 25-A, also known as the DC Food Code. To confirm that all food vendors understand how to ensure food safety, it is critical that all potential vendors read, understand, and then sign-off on the ***Food Services Guidelines/Requirements for Special Events Vendors*** prior to the event. Each vendor must sign the Food Safety Division's (FSD) form acknowledging their receipt of the *Guidelines* prior to the event. The *Guidelines* highlight the major requirements. The FSD will have inspectors on-site during the special event to ensure that all of the requirements as stated in the Food Code are being met. If, during the inspections, the sanitarian finds that the food or operations threatens the health or safety of the patrons, the vendor will be required to dispose of the food and/or discontinue the operation. During the day(s) of the event, there will be one (1) sanitarian conducting inspections for every ten (10) vendors. Every attempt will be made for all food service operators to be inspected prior to conducting any sales.

To meet the critical requirements of the Food Code, it is required that all vendors have enough hot water (100°F) for hand-washing, and enough hot water for ware-washing (110°F), during all hours of the special event (DCMR 25 § 401 & § 2402). **If the vendor is unable, the Event Organizer will be responsible for providing an approved method of supplying sufficient hot water for all vendors.**

So that the Event Organizer will have a sufficient number of copies of FSD's *Guidelines* available for the vendors, please provide a list of the potential vendors to FSD. Please provide the following information:

- Name of Lead Vendor
- Name(s) of additional vendors
- Trade Name or Food Establishment association
- Contact telephone number
- On-site cell phone number during event
- Contact email address
- Contact mailing address
- Menu/Food items to be offered for sale
- Also include the name of the event, dates/times of event, and name of Event Organizer.

Email this information to [food.safety@dc.gov](mailto:food.safety@dc.gov) or fax to (202) 535-1359.



## MAYOR'S SPECIAL EVENTS TASK GROUP

# Special Events Planning Guide

For events where food is not offered for sale, but is to be distributed for free/at no cost to either the participants or spectators, the FSD would like to remind vendors to maintain sanitary conditions to the best of their ability and include signage indicating that patrons consume such food items at their own risk.

Event Organizers with any questions about food operations prior to a special event, and to ensure requirements are being met, are strongly encouraged to contact:

Food Safety and Hygiene Inspection Services Division  
899 North Capitol Street, NE  
Washington, DC 20002  
(202) 535-2180  
[Food.safety@dc.gov](mailto:Food.safety@dc.gov)

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# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Health Emergency Preparedness and Response Administration Requirements

The Department of Health, requires that all event coordinators submit a Health, Medical and Safety Plan to the Department of Health. The Health Emergency Preparedness and Response Administration (HEPRA) within the Department of Health (DOH) has created guidelines to provide assistance in creating the Health, Medical and Safety Plan. The guidelines cover planning for all types of events and include a detailed matrix identifying medical assets such as first aid stations, transport ambulances, supplies and equipment which might be needed depending on the event size, duration, and other dynamic factors at play. The D.C. DOH Special Events Health, Medical and Safety Planning Guide is posted at the DOH-HEPRA website at <http://doh.dc.gov/page/special-event-medical-planning>.

Any special event with a planned attendee size of 100,000 or greater will require a formal planning meeting with the Department of Health (See contact information below).

Event Type	Crowd Size (anticipated)	CPR & 911 Access	Medical Aid Station (BLS)	Medical Aid Station (ALS)	Medical Aid Station with Physician	Ambulance(s) (BLS or ALS)	Mobile Med Teams
Concert/ Music Festival	1 – 2,500	x	x	◆		BLS◆	◆
	2,501-15,000	x		x		ALS (1)	x
	15,001-50,000	x		x	◆	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Athletic/ Sporting Event	1 – 2,500	x	x	◆		BLS◆	◆
	2,501-15,000	x		x	◆	ALS (1)	x
	15,001-50,000	x			x	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Parade/ Outside Venues	1 – 2,500	x	◆			BLS◆	◆
	2,501-15,000	x	x	◆		BLS◆	x
	15,001-50,000	x		x		ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x
Conference or Convention	1 – 2,500	x	◆			BLS◆	◆
	2,501-15,000	x	x	◆		BLS◆	◆
	15,001-50,000	x		x	◆	ALS (1)	x
	50,001-100,000	x			x	ALS (1)	x

X= Required

◆= Recommended

(1) = Multiple Units may be required depending on history and size of event

ALS = Advanced Life Support (see Annex C for list of service providers)

BLS = Basic Life Support (see Annex C for list of service providers)

EMT = Emergency Medical Technician



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

Once the plan has been approved, the Department of Health may post information about the event on the Healthcare Information System (HIS) so that local healthcare facilities can be aware of the date and time of your event. This information will allow the healthcare facilities to be informed of the anticipated location and crowd size, so they can plan how the event may impact their respective facilities.

Event Organizers with questions regarding the Health, Medical and Safety Plan prior to the special event to ensure requirements are being met, are encouraged to contact:

HEPRA – Special Events  
899 North Capitol Street NE, Suite 570  
Washington, DC 20002  
(202) 671-4222

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### Serve DC

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#### Volunteer Services

Serve DC – The Mayor's Office on Volunteerism provides free training to organization staff and volunteers on topics such as CPR/AED, first aid, traffic and crowd management, spontaneous volunteer management, and more. Serve DC also maintains a database of individuals who have taken its flagship Community Emergency Response Team (CERT) training and can be requested to provide support in a public-safety or emergency-preparedness capacity at special events.

Event organizers interested in scheduling group training or requesting CERT volunteers for an event, should contact Serve DC within 90 days of the event date:

Serve DC – The Mayor's Office on Volunteerism  
Frank D. Reeves Municipal Center  
2000 14th Street, NW Suite 101  
Washington, DC 20009  
(202) 727-7925  
[www.serve.dc.gov](http://www.serve.dc.gov)

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### Department of Parks and Recreation

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#### District Parks and Recreation Facilities Use Permit

Event organizers requiring the use of any District of Columbia parks or recreation facilities, must obtain a permit from the D.C. Department of Parks and Recreation. To begin the permit application process, please contact:

Department of Parks and Recreation  
Permit Office  
3140 16<sup>th</sup> Street, NW  
Washington, DC 20010  
(202) 673-7449



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

The following information must be provided at the time of inquiry:

- Date of Event
- Type of Event
- Expected Attendance
- Event Details of Activities (i.e., live band, animals, games, food, etc.)

The agency will exercise discretion to suggest alternate sites for any event expecting to exceed site capacity.

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### **National Park Service**

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#### **Federal Parks Use Permit**

If any portion of the event will be held on parkland of the Federal government, a permit must be obtained from the National Park Service of the U.S. Department of the Interior. To begin the permit application process, please contact:

National Park Service  
National Mall and Memorial Parks  
Division of Permits Management  
900 Ohio Drive, SW  
Washington, DC 20242  
(202) 245-4715

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### **U.S. Capitol Police**

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#### **U.S. Capitol Permit**

If any portion of the event will be held on the grounds of the U.S. Capitol complex, a permit must be obtained from the U.S. Capitol Police. To begin the permit application process, please contact:

U.S. Capitol Police  
Special Events Unit  
119 D Street, NE  
Washington, DC 20510  
(202) 224-8891

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### **Robert F. Kennedy Memorial Stadium and Parking Lots**

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If any portion of the event will be held at RFK Memorial Stadium or on the parking lots of the stadium, please contact:

Events DC  
Director of Event Operations  
2400 East Capitol Street, SE  
Washington, DC 20003  
(202) 608-1165



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### DC Water

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#### Misting Tent Request

DC Water provides a misting tent as a service to the community (minimum group size-100 participants). DC Water recommends applying for a permit at least two weeks before the Misting Tent is needed. It typically takes one to two weeks for DC Water to process an application.

Event organizers interested in having the DC Water Misting Tent setup at the Special Event, please request the tent at <https://www.dewater.com/event-request>.

#### Fire Hydrant Use Permit

If a water source is needed for drinking, cooking, misting tents or for similar purposes, DC Water recommends using a water truck, or an on-site water storage tank. If these water sources are not available or are prohibited at the event site and the use a fire hydrant as a temporary water source is required, a Fire Hydrant Use Permit must first be obtained from DC Water. This permit will authorize the applicant to operate a particular fire hydrant for the purpose of obtaining water on a temporary basis for the duration of the event.

Event organizers interested in using fire hydrants during a Special Event should apply for a Fire Hydrant Use Permit prior to the Special Event at <https://www.dewater.com/event-request>.

#### Drinking Water Station/Water Bubblers Use Permit

A water bubbler is a device that is attached to a fire hydrant and acts as a drinking water fountain or bubbler. In certain cases, such as community events, DC Water allows customers to rent a water bubbler for drinking water, washing, cooking and recreational use.

Event organizers interested in using a water bubbler at a Special Event should apply for a Water Bubbler Use Permit at: <https://www.dewater.com/event-request>.

#### Temporary Discharge to Sewers Permit

To discharge any water or wastewater from an event, a Temporary Discharge to Sewers Permit must be obtained to ensure the proposed discharge location is acceptable for the volume and type of waste being disposed. Any special restrictions, treatment, and/or monitoring requirements for the discharge will be identified in the permit and are assessed on a case by case basis.

To discharge any water or wastewater from a Special Event, please apply for a Temporary Discharge to Sewers Permit at: <https://www.dewater.com/event-request>.

#### “Wendy the Waterdrop” Appearance

DC Water has a waterdrop mascot named Wendy. Wendy can be scheduled for special events, and requests must be submitted two-three weeks in advance. Wendy should generally be used in good weather, and if inclement weather is predicted, she must be used indoors.

To have a special appearance by “Wendy the Waterdrop” at a Special Event, please request the appearance at [nija.ali@dewater.com](mailto:nija.ali@dewater.com) or (202) 787-2206.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

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### Washington Metropolitan Area Transportation Authority (WMATA)

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#### Bus Stop Closure Signage

Organizers are required to obtain and place “*Detour Notices*” on the Metrobus stops that are impacted by Special Events that take place in Washington, DC and the neighboring jurisdictions (MD/VA) to provide clarity to the customers on exactly where to board and alight buses (Appendix B). WMATA’s Planning Department has committed to printing and providing the appropriate signs along with zip ties to secure at every Bus Stop affected by the event. To coordinate and schedule a time for pick-up, please contact:

The Office of Bus Planning/ Bus Operations Specialists  
600 5<sup>th</sup> Street NW  
Washington, DC 20001  
(202) 962-1177  
(202) 962-6085

If events will cause any disruption and/or delays in service, or blockage in and around WMATA’s property, please contact:

Supervisor/Events Coordinator for Special Events  
600 5th Street, NW  
Washington, DC 20001  
(202) 440-3319  
(202) 578-9791

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### Department of Energy and Environment

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#### Environmental Regulations for Special Events

*Below is a list of environmental regulations that apply to special events in the District. Other regulations may apply for activities that have additional environmental concerns, such as the use of hazardous materials.*

#### Engine Anti-Idling Law

With a few exceptions, motor vehicles powered by gasoline or diesel are not allowed to idle for more than three minutes while the vehicle is parked, stopped or standing. Any person or organization owning or operating a vehicle seen violating this regulation will be issued a civil infraction ticket for \$1,000 for a first-time violation. Learn more at [doee.dc.gov/service/engine-anti-idling-law](https://doee.dc.gov/service/engine-anti-idling-law)

#### Anacostia River Clean Up and Protection Act (“Bag Law”)

The Bag Law requires all District businesses that sell food or alcohol to charge five cents for each disposable paper or plastic carryout bag — whether or not food or alcohol products are purchased in the store. Learn more about and find guidance on how to implement the Bag Law at [doee.dc.gov/bags](https://doee.dc.gov/bags)



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### **Food Service Ware Regulations ('Foam Ban')**

The Sustainable DC Omnibus Amendment Act of 2014 bans the use of food service products made of expanded polystyrene, commonly known as foam or Styrofoam™, by all District businesses and organizations that serve food. Effective January 1, 2017, businesses and organizations that sell or serve food or beverages in the District must only use recyclable or compostable food service products. Mixed materials, such as paper bags with a plastic window and foil sandwich wraps with a paper lining, are banned from use (Appendix A). Learn more at [doee.dc.gov/foodserviceware](http://doee.dc.gov/foodserviceware)

Effective January 1, 2019, District Businesses and organizations that serve or sell food or beverages must use BPI certified and/or reusable paper bamboo straw or stainless steel, glass PLS etc. straws and stirrers when serving customers in addition to the existing recyclable and compostable requirements for food service ware.

### **Non-Storm water Discharges**

Under the DC Water Pollution Control Act and the federal Clean Water Act, the discharge of pollutants to the storm water sewer system is prohibited. Any substance with the potential to alter water quality is considered a pollutant, including: wash water, grey water, oils, dirt, litter, and even chemicals in drinking water like chlorine that may be harmful to fish and other living organisms. No amounts of any of these substances may be disposed of or washed into a storm drain, and accidental releases must be minimized. Special events with the potential to discharge pollutants should take steps to prevent and respond to spills and should call 911 if pollutants get into a storm drain. Learn more at [doee.dc.gov/service/water-quality-regulations](http://doee.dc.gov/service/water-quality-regulations)

### **Recycling and Zero Waste Event Guide**

Incorporating waste minimization practices into events has positive environmental, social, and financial impacts. The Special Event Waste Diversion Amendment Act of 2014 requires permit applicants to develop a recycling plan for events with more than 100 attendees. Going beyond recycling to include reducing waste at the source and waste diversion, such as composting and food recovery, can help organizers attract attendees and align with the values of event participants who seek to reduce their environmental footprint. The Department of Energy and Environment has developed a Zero Waste Guide. The guide provides a helpful checklist for planning zero waste events and directories of local vendors to support zero waste efforts. Learn more at: [zerowaste.dc.gov](http://zerowaste.dc.gov)

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# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### SCHEDULE OF FEES

Special event organizers shall be responsible for the costs of services, as determined by the agencies, incurred by the city for administering the special event at the rates and costs including, but not limited to those listed herein. **Rates and payment timelines are subject to change. Additional rates may apply. All fees are to be paid directly to the billing agencies within the timeline established by each respective agency.**

#### Department of Consumer and Regulatory Affairs

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Special Event User Fee, which covers the cost of services provided for the following categories of the Department of Consumer and Regulatory Affairs for monitoring health and food practices, safety conditions, and alcoholic beverage control at special events, including sanitarians, building inspectors, electrical inspectors, plumbing inspectors, and licensing investigators:

<i>Rate per employee, per hour (for a minimum of 4 hours)</i>	<i>\$ 54.35</i>
<i>Special Events License Cost, per day</i>	<i>\$330.00</i>
<i>Expediting Fee (for applications submitted 15 – 29 days before event)</i>	<i>\$100.00</i>
<i>Expediting Fee (for applications submitted 14 or fewer days before event)</i>	<i>\$200.00</i>

#### Metropolitan Police Department

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Special Event User Fee, which covers the cost of police services for special events:

<i>Rate per officer, per hour*</i>	<i>\$ 71.52</i>
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MPD requires payment within five (5) days of receipt of invoice.

Scheduled MPD services will include a minimum of (30) minutes for Roll Call Briefing and at least (30) minutes for Check Off/Return of Required Equipment.

On Duty staffing cannot be used to account for staffing your special event. All police coverage is at the expense of the event organizer. Additionally, use of the Reserve Corps cannot be used to discount or replace required police coverage for your special event.

Special Event organizers are reminded that they are required to obtain ALL necessary permits from MPD with respect to processional events. A Parade Permit MUST be submitted before your special event coverage is finalized. No other City agency has the ability to permit a processional event. EG: 5K, marathon, parade, or walking type of event.

Special Event organizers are reminded that MPD is a LAW ENFORCEMENT agency and will not provide police services/coverage to any special event that has not met all regulatory requirements. Further, if a special event is found to be in violation of regulatory requirements, MPD MAY shutdown the special event. If this were to occur, the special event organizer is still subject to all City fees and reimbursements.



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

MPD will NOT provide any police coverage to a special event requiring street closures without the event first being presented to the Mayor's Special Event Task Group. MPD will not process any requests for police services for ANY event requiring street closures without proper MSETG approval.

MPD REQUIRES a special event organizer to finalize all police services for their special event within fifteen (15) days prior to their special event date.

\*Rate may be subject to a 3% increase each October 1.

### **Alcoholic Beverage Regulation Administration**

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Special Event User Fee, which covers the cost of services provided by Alcoholic Beverage Regulation Administration investigators for monitoring the control, sale, service, and consumption of alcoholic beverages at special events:

*Rate per employee, per hour (for a minimum of 4 hours)* \$ 54.35

### **Department of Fire and Emergency Medical Services**

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On -Site Permitting and monitoring, which covers the time required to perform an inspection of the site and/or the activities or equipment in use during the event that are to be inspected:

*Rate per Inspector, per hour (for a minimum of 4 hours)* \$ 65.00

On-Site Monitoring Fee, which covers monitoring of the special event to ensure the safety of the public:

*Rate per Inspector, per hour (for a minimum of 4 hours)* \$ 65.00

One Advanced Life Support Unit (includes two EMS providers and one supervisor):

*Cost per hour (for a minimum of 4 hours)* \$200.00

EMS bicycle teams and EMS ambulance carts (includes two EMS providers, and either two bicycles or one cart):

*Cost per hour (for a minimum of 4 hours)* \$130.00

Use of fire truck/boat, four to five firefighters and equipment for parades, festivals, and other special events:

*Cost per hour (for a minimum of 4 hours)* \$400.00

### **Department of Health - Food Safety and Hygiene Inspection Services Division**

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Food vendor inspection (one (1) inspector for every ten (10) vendors)

*Rate per inspector, per hour (for a minimum of 4 hours)* \$ 54.35



# MAYOR'S SPECIAL EVENTS TASK GROUP

## Special Events Planning Guide

### Department of Public Works

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Clean-up (pre and post), trash removal, which covers the cost of public space cleaning and trash removal:

<i>Rate per person per hour</i>	\$ 32.00
<i>Equipment per hour</i>	\$ 40.00
<i>Disposable trash bags, per case</i>	\$ 46.00
<i>Trash cans, per can</i>	\$ 5.50
<i>Recycle bin, per bin</i>	\$ 5.50
<i>Tonnage collection, per ton</i>	\$ 79.23

Towing Service

<i>Cost for minimum of 4 hours (includes 1 tow truck, 1 driver, 1 supervisor)</i>	\$581.64
<i>Additional Tow truck per hour</i>	\$ 83.22
<i>Additional driver per hour</i>	\$ 37.59
<i>Additional supervisor per hour</i>	\$ 38.75

DPW requires payment ten (10) days prior to the date of the event.

### Department of Transportation

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Note: A 10% Technology Fee will be added to all public space permit fees.

Flag Installation and Removal, which covers the cost of installation and removal of flags from city street light poles:

<i>Rate per person, per hour</i>	\$ 57.00
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Traffic Control Officer Assistance:

<i>Rate per person, per hour</i>	\$ 50.00
<i>Rate per Supervisor, per hour</i>	\$ 66.00

Variable Message Boards, which covers labor to deliver, program, and rent per day:

<i>Rate per board and program, per day</i>	\$ 90.00
<i>Rate per relocated board and program, per day</i>	\$150.00

DDOT requires payment fourteen (14) days prior to the date of the event.



# Food Service Ware REQUIREMENTS

Enforcement Begins  
January 1,  
2018

Effective January 1, 2017, District businesses and organizations providing disposable products for prepared food must use recyclable or compostable materials when serving consumers.

Food items packaged outside of the District, products for home use, and containers for raw meat are not subject to these requirements. **Affected businesses and organizations include:**

- Restaurants & delis
- Grocery stores
- Hotels, motels & inns
- Cafeterias
- Caterers
- Hospitals
- Food trucks
- Street vendors
- Schools
- Faith-based organizations
- Other groups that serve food
- Coffee Shops and Cafés



## Compliant Compostable and Recyclable Items

Products made solely of rigid plastic, made of pulp or paper with or without a plastic or wax coating or certified compostable by the Biodegradable Products Institute ([products.bpiworld.org](http://products.bpiworld.org)) are considered compliant.



## Items to Throw In the Trash

Items smaller than two (2) inches in two dimensions, heavily food-soiled items, plastic bags, and plastic wraps should be thrown in the trash to avoid recycling contamination.\*



\*Private waste and recycling programs may accept these items. Ask for details.



## Items Banned and Enforced by the District

Mixed material products, including paper bags with plastic windows and foil-lined deli paper wraps are **BANNED**. Since 2016, expanded polystyrene foam containers are also **BANNED**.



For more information on compliant products and District food service ware requirements, please visit [doee.dc.gov/foodserviceware](http://doee.dc.gov/foodserviceware)





April 29, 2019

Washington Metropolitan Area Transit Authority (WMATA) is requesting that “Detour Notices” be placed on the Metrobus stops that are impacted by Special Events that take place in Washington, DC and the neighboring jurisdictions (MD/VA). As a part of WMATA’s continuing effort to provide “Excellent Customer Service” to our patrons and to provide clarity to the customers on exactly where to board and alight their bus. WMATA’s Planning Department has committed to printing and providing the appropriate signs along with zip ties to secure at every Bus Stop affected by the event. The Planning Department is located within the **Jackson Graham Building** located at **600 5th Street, NW, Washington, DC 20001**. Special Event Organizers will coordinate and schedule a time that is appropriate for both the organizers and the following persons listed below.

**POINT OF CONTACTS:**

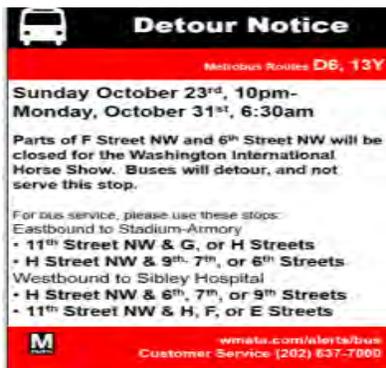
**Bryant K. McClary**  
Bus Operations Specialist  
The Office of Bus Planning  
Office-202-962-1177  
[bkmccclary@wmata.com](mailto:bkmccclary@wmata.com)

**Jamie Ira Cepler**  
Bus Operations Specialist  
The Office of Bus Planning  
Office: 202-962-6085  
[JCepler@wmata.com](mailto:JCepler@wmata.com)

**SIGNAGE:**

**Signs will include the following information:**

- Date/Time of the Event
- Street Closures
- Alternate Boarding Location



**Frequently Asked Questions:**

- How soon can the signs be retrieved before the event? **Upon Notification from “Bus Planning” (listed above)**
- How soon are they allowed to start posting the signs? **During the week of the event**
- Who is responsible for taking the signs down? **Event Organizers within 24 hours after the event**

**WMATA SPECIAL EVENT CONTACTS:**

**Tessee B. AnnaMarie May**  
Supervisor, Transit Field Operations | Special Events  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)  
BOCC-BTRA-Northern Division  
(202) 962-1085 (office)  
(202) 440-3319 (work)  
[tbmay@wmata.com](mailto:tbmay@wmata.com) (email)

**Lashell M. Thornton**  
Supervisor, Transit Field Operations | Special Events  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)  
BOCC-BTRA-Northern Division  
(202) 962-1085 (office)  
(202) 578-9791 (work)  
[lmthornton@wmata.com](mailto:lmthornton@wmata.com) (email)

## Phase Two Guidance Coronavirus 2019 (COVID-19): Guidance for Mass Gatherings

This guidance is for people who attend a mass gathering during the COVID-19 pandemic. During Phase Two of reopening, mass gatherings of more than 50 people are prohibited, and non-essential travel outside of the National Capital Region continues to be discouraged. **If you attend a mass gathering, including recent ongoing protests, DC Health recommends that you follow the steps below to help prevent the spread of the virus in the home and community.**

### **Actions you should take**

- **Do not attend a mass gathering event if you are feeling unwell.**
- You must wear a cloth face covering when leaving your home and entering public spaces or areas where you are unable to maintain 6 feet of distance from other people, even if outside.
- Continue to practice social distancing as much as possible (keep 6 feet between you and others).
- If shouting or singing is involved, these activities can create droplets that may spread the virus that causes COVID-19 if you are infected. To prevent this, wear a facemask and find alternative ways to voice your message, such as through holding signs and using noise makers.
- Clean your hands often. Wash your hands with soap and water, or use hand sanitizer with at least 60% alcohol. Bring hand sanitizer with you, if possible.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid physical contact (handshakes, high-fives) with other people.
- Do not share items (drinking glasses, utensils, or other items).
- Clean and disinfect your belongings after the event, by laundering clothes and wiping down reusable items with a disinfectant wipe (approved for COVID-19).
- **If you are at an increased risk for complications** from COVID-19 (such as older adults or people with underlying health conditions), find alternative ways to participate that do not require you to physically attend the mass gathering.

### **Monitor yourself closely for symptoms of COVID-19**

- Be alert for symptoms of COVID-19 for 14 days after attending the mass gathering.
- Symptoms can include cough, shortness of breath, difficulty breathing, fever or chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.
- Telework from home, if possible, for 14 days after attending the mass gathering.

### **If You Develop Symptoms, Then**

- Consult with your healthcare provider if you are sick or concerned you may have been exposed to COVID-19. Call ahead and let healthcare providers know of your symptoms.
- Call 911 if you have a medical emergency such as difficulty breathing, shortness of breath, persistent pain or pressure in the chest, new confusion, or inability to arouse, bluish lips or face. If you need a COVID-19 test, information on options for COVID-19 testing are available at [coronavirus.dc.gov/testing](https://coronavirus.dc.gov/testing).

**Stay informed about the local COVID-19 situation.** Please be sure to visit [coronavirus.dc.gov](https://coronavirus.dc.gov) to get the most up-to-date information.

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2020-126  
December 16, 2020

**SUBJECT:** Modifying Phase Two Limits on Large Gatherings: Confirming 25% Caps on Occupancy Caps for Constitutionally Protected, Recreational, and Commercial Activity

**ORIGINATING AGENCY:** Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia pursuant to section 422 of the District of Columbia Home Rule Act, approved December 24, 1973, Pub. L. 93-198, 87 Stat. 790, D.C. Official Code § 1-204.22 (2016 Repl.); in accordance with the Coronavirus Support Second Congressional Review Emergency Amendment Act of 2020, effective August 19, 2020, D.C. Act 23-405, the Public Health Emergency Authority Additional Extension Emergency Amendment Act of 2020, effective October 5, 2020, D.C. Act 23-411, and any substantially similar subsequent emergency or temporary legislation; section 5 of the District of Columbia Public Emergency Act of 1980, effective March 5, 1981, D.C. Law 3-149, D.C. Official Code § 7-2304 (2018 Repl.); section 5a of the District of Columbia Public Emergency Act of 1980, effective October 17, 2002, D.C. Law 14-194, D.C. Official Code § 7-2304.01 (2018 Repl.); the Coronavirus Support Temporary Amendment Act of 2020, effective October 9, 2020, D.C. Act 23-334, 67 DCR 12236; section 1 of An Act To Authorize the Commissioners of the District of Columbia to make regulations to prevent and control the spread of communicable and preventable diseases ("Communicable and Preventable Diseases Act"), approved August 11, 1939, 53 Stat. 1408, D.C. Official Code §§ 7-131 *et seq.* (2018 Repl.); and in accordance with Mayor's Order 2020-045, dated March 11, 2020; Mayor's Order 2020-046, dated March 11, 2020; Mayor's Order 2020-050, dated March 20, 2020; Mayor's Order 2020-063, dated April 15, 2020; Mayor's Order 2020-066, May 13, 2020; Mayor's Order 2020-067, dated May 27, 2020; Mayor's Order 2020-079, dated July 22, 2020, and Mayor's Order 2020-103, dated October 7, 2020, it is hereby **ORDERED** that:

### **I. BACKGROUND**

- A. The District of Columbia, like the rest of the country, is currently confronting the worst surge of coronavirus cases yet, with the expectation being that nationwide, more people will die each day for the next two months as a result of the COVID-19 virus than were killed in the attacks of September 11, 2001.
- B. The daily case rate in the District has shot up to 35.59 cases per 100,000 persons, having multiplied nearly eight-fold since early July. The District's overall number of positive cases totals 25,602 and 720 District residents have lost their lives to the virus already.

- C. The rate of transmission, percent hospital utilization, and test positivity rates are rising.
- D. These circumstances have warranted a tightening, not a loosening, of several Phase Two requirements, and further restrictions are contemplated.
- E. Large gatherings remain discouraged. With such a high rate of community transmission, some persons at large gatherings are likely to be exposed to the virus. Such exposure is likely even when a range of additional preventative actions are taken, such as adherence to social distancing rules, mask wearing, and staying at home if a person is asymptomatic, after recent travel, or after recent exposure to someone with COVID-19. Persons who attend large gatherings may think that they are freely assuming the risk of attending the gathering, but those whom they may infect have assumed no such risk. The larger the gathering, the more the exposure. A recent lawsuit appears to insist on a constitutional right to hold indoor worship services of even a thousand persons or more at the largest facilities, which flies in the face of all scientific and medical advice and will doubtlessly put parishioners in harm's way.
- F. Recent lawsuits also imply that First Amendment protests that occurred in the District in the wake of the homicide of George Floyd were permitted or authorized by the District government. Quite to the contrary, the District government issued no permits for those protests or any other large or mass gathering during the COVID-19 state of emergency, per Mayor's Order. The federal government has, however, issued some permits for large gatherings.
- G. The vast majority of businesses and houses of worship have complied with the many rules that have been necessary to combat the virus relating to social distancing, mask wearing, facilitating contact tracing, queuing and reservations, and the like.
- H. The lawsuit argues that houses of worship and restaurants should be treated the same, or the same as other activities where the large gatherings limits are not imposed. Our review indicates that the maximum number of persons at the largest restaurant, based on twenty-five percent (25%) of their Certificates of Occupancy, is approximately two hundred fifty (250) persons. This Order ensures parity in terms of capacity limits – both as a percentage and a cap on attendance – among more activities.
- I. In order to resolve litigation, this Order repeals the numeric cap of fifty (50) persons on gatherings at houses of worship and allows physically large facilities to accommodate more worshippers based on their overall capacity, up to a maximum of two hundred fifty (250) persons. It further establishes additional limits for restaurants, fields, gyms, and other recreational facilities, guided tours, libraries, real estate and construction, retail food sellers, and other essential and non-essential retail businesses.

## **II. MODIFICATION OF MASS GATHERING LIMITS FOR HOUSES OF WORSHIP**

- A. Section V.3 of Mayor's Order 2020-119 (Nov. 23, 2020) is hereby modified to provide that houses of worship may admit no more than twenty-five percent (25%) of their capacity as specified in their Certificate of Occupancy for the room or area where worship services will be held, or two hundred fifty (250) persons, whichever is fewer. This total limit includes all persons: worshippers, clergy and staff.
- B. The vast majority of houses of worship have accommodated their congregations' spiritual needs through televised or web-based services, individual counseling, small sacramental services, and online giving. Such practices continue to be encouraged.
- C. Houses of worship must adhere to all guidance other than the previous numeric caps on attendees provided by the Department of Health (also known as DC Health). The following is a non-exclusive list of additional restrictions:
  1. Houses of worship conducting in-person services must establish a reservation system or some means of ensuring that there will not be crowding inside or outside the facility. Further, they must cooperate in contact tracing if contacted by DC Health or contact tracers employed by it or any jurisdiction's health officials.
  2. Safety protocols must be written and available to DC Health officials upon reasonable request. Safety protocols must include mandatory masking, plans for ingress and egress of worshippers, hygiene and airflow, and wellness checks.
  3. Household members attending together may be seated as a group, and each group must be seated at least six (6) feet in all directions from each other group.
  4. All other activities, such as religious education classes, youth events, support groups, and any other social programming such as wedding receptions, wakes, or memorial services not involving religious sacraments or core religious services must follow gathering size limitations, currently, ten (10) persons indoors or twenty-five (25) outdoors.

## **III. TOTAL CAPACITY CAPS AND ADDITIONAL PERCENTAGE OCCUPANCY CAPS AT OTHER FACILITIES**

- A. Section III of Mayor's Order 2020-119 is modified, such that restaurants may neither exceed twenty-five percent (25%) of their capacity as specified on their Certificate of Occupancy, nor have more than two hundred fifty (250) persons, indoors, including servers, patrons, and other staff, whichever is fewer, at any one time.

- B. Section IV of Mayor's Order 2020-123 is modified, to clarify that even with small, spaced cohorts of participants in exercise or using Department of Parks and Recreation (DPR) facilities, no more than two hundred fifty (250) persons may be on a field or in a particular DPR facility at any one time.
- C. Section VI.2. of Mayor's Order 2020-075 is modified to eliminate all guided tours, even where persons are socially distanced, and to cap the total capacity allowed at museums at two hundred fifty (250) persons at any one time, per floor. The previous cap of fifty (50) persons in any auditorium, self-contained exhibit hall, or other room or facility within the museum is hereby reduced to twenty-five (25) persons.
- D. Further, Section VI.4. of Mayor's Order 2020-075 is modified with respect to libraries. The capacity limits for libraries, previously fifty percent (50%) of the facility's capacity as specified on its Certificate of Occupancy, is hereby reduced to allow only twenty-five percent (25%) of rated capacity. This limit shall apply to the building as a whole, as well as all rooms within the library. And no more than two hundred (200) persons may be allowed in any particular library at any one time, whichever is fewer.
- E. Section XI.3. of Mayor's Order 2020-075 is clarified and amended to provide that no gym or facility identified in that section may have more persons than twenty-five percent (25%) of its rated capacity on its Certificate of Occupancy indoors at any one time, and no more than two hundred fifty persons (250) at the facility at any one time, whichever is fewer.
- F. Section XI.4. of Mayor's Order 2020-075 is modified to provide that recreational facilities such as recreation centers, bowling alleys, climbing gyms, squash or racquet clubs, skating rinks, and indoor skateboard parks may have no more than twenty-five (25) persons per room; no more than twenty-five percent (25%) of its rated capacity on its Certificate of Occupancy, and no more than two hundred fifty (250) persons at the facility inside at any one time, whichever is fewer.
- G. Section XII of Mayor's Order 2020-075 related to real estate, construction, and development is hereby clarified and amended to provide that there not be any large gatherings at any ground-breaking, grand opening or other event, whereby any such outdoor gathering is limited to not more than twenty-five (25) persons, and that indoors, no more than ten (10) persons who are not actively participating in physical construction be in the same room at any one time.
- H. Retail food sellers, previously empowered to set safe limits on numbers of customers pursuant to Mayor's Order 2020-058, are now instructed to set limits of twenty-five percent (25%) of capacity as specified on their Certificate of Occupancy or two hundred fifty (250) persons, whichever is fewer, inside at any one time. Queuing for admittance shall be outdoors and patrons shall be no fewer than six (6) feet apart from persons outside their household.

- I. Other essential and non-essential retail businesses are limited to no more than twenty-five percent (25%) of their capacity as specified on their Certificate of Occupancy, or two hundred fifty (250) persons, whichever is fewer, inside at any one time.

**IV. SUPERSESSION**

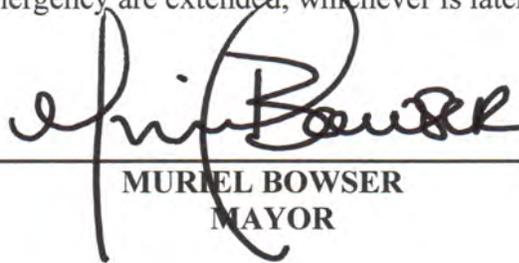
This Order supersedes any Mayor's Order issued during the COVID-19 public health emergency to the extent of any inconsistency.

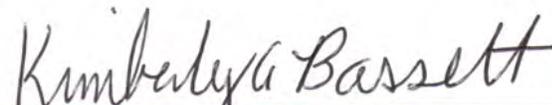
**V. ENFORCEMENT**

- A. Any individual or entity that knowingly violates this Order may be subject to civil and administrative penalties authorized by law, including sanctions or penalties for violating D.C. Official Code § 7-2307, including civil fines or summary suspension or revocation of licenses.
- B. The District of Columbia reserves the right to exercise provisions of the Communicable and Preventable Diseases Act, approved August 11, 1939, 53 Stat. 1408, D.C. Official Code §§ 7-131 *et seq.*, if warranted, and to issue regulations providing for civil and criminal penalties and injunctive relief for violations of this Order.

**VI. EFFECTIVE DATE AND DURATION**

This Order shall be effective on 12:01 a.m. on Thursday, December 17, 2020, and shall continue to be in effect through December 31, 2020, or until the date to which the COVID-19 public emergency and public health emergency are extended, whichever is later.

  
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MURIEL BOWSER  
MAYOR

ATTEST:   
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KIMBERLY A. BASSETT  
SECRETARY OF STATE OF THE DISTRICT OF COLUMBIA